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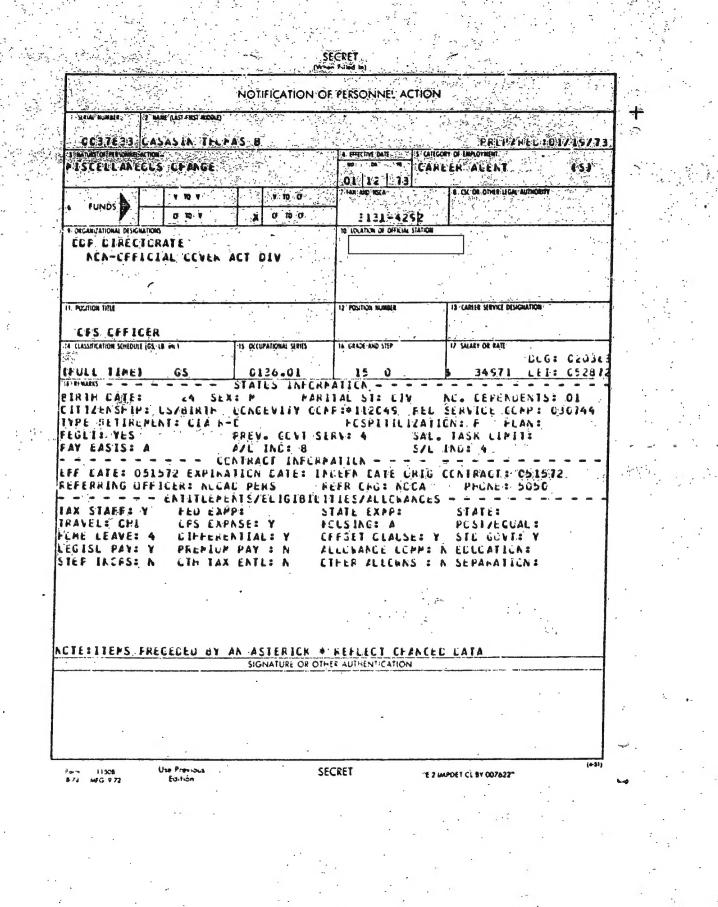
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FROM: EJFIS INFO EIDIPERS, EIDIHF, OPICPD, CESICSB, OLDINOC

SUBJECTE ADMIN BEHANK MOGAME - THOMAS BALLASASIN (P)

2. FYI: UNSAVANT PROJECT FOR CASASIN WAS TERMINATED AT END OF FY 76 REPEAT FY 76. PROJECT FILE BEING CLOSED AS ALL ASPECTS OF THIS CASE TERMIN ATD.

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3. FILE: 029-006-252/2; 201-0933259. E2 IMPDET.> ORIG: E/F/S ______X9487 14 APR 78); COORD: C/E/D/PERS _______ E/D/BF _____ OP/CPD _____ CCS/CS8 (FOR INFO), OED/NOC (FOR INFO); REL: C/E/F _____ CL BY 061308. MEN TARDUM OF ORAL COMITMENT

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TO: OFFICE OF FINANCE

VIA: CHIEF, EUR AND CONTRACT PERSONNEL DIVISION 1. S. 2. S.

Shu u shi

FROM: CONTRACT APPROVING OFFICER,	PARIS
XXXXXXXXXXXXXXZZZZ	(Independent Contractor)
SUBJECT: ENCAGEMENT OF	es (Contract Diployed)

1. 2. 10

TERM AND ACTIVITY CHARGE - Subject individual has been engaged under oral contract

-Associate)

CITIZENSHIP - Subject (1s) (Is not) a WODUAL Citizen: 9.

4. COMPENSATION - Subject will be paid nothing ber currency. Describe any other compensation in the nature of bonus commitments, gifts, loans, currency conversions or other

5. TAXES .- Explain method of collection when appropriate FLAT PATE (N/A, FR 20-18d applies, to be determined by Headquarters)

6. QUARTERS AND/OR SUBSISTENCE - Quarters Allowance_ M/A

. / a

Subsistence Allovance

7. OPERATIONAL EXPENSES -N/A

1.77 "

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a. Travel expenses (vill) (will not) be reinbursed. Fixed Payment Regular Accountings . Allowance of ver

b. Other operational expenses (wi	1) (will not) be reimbursed.
Type Expense	; Method of Accounting
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Type Expense	; Method of Accounting

OTHER COMMITMENTS - *Describe BENERALD will reinburse CASASEN for costs of shivner 8. of up to 1000 (one thousand) points of the at the concursion of cover endorrent (Scheduled for 31 May 1977) a manilia mulistra from

CONTINGENT OBLICATIONS - (Not promised Subject but may have to be met) *Describe 9_

NO COMMITMENTS OTHER THAN THOSE DESCRIBED ABOVE HAVE BEEN MADE TO SUBJECT,

		SIGNED:	<u></u> G		
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		INFORMATION	SIGRATU	

Remarks: Recommend AD/Pers approval (albeit retroactively) of the attached request from the Chief, EUR Division to extend the MOC for Thomas R. CASASIN (F) as an independent contractor without compensation beginning 1 July 1975. The only benefit payable under the MOC will be a taxable payment for the shipment in 1977 of 1,000 lbs., of personal effects from to the United States, Subject, now age 52, retired under CIARDS 28 June 1974 as a GS-15 (Step 10) career associate. On 24 June 1974, D/Pers approved a request to engage him as an independent contractor for a one-year period beginning 1 July 1974 at an annual fee of \$\$,000.

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S JAN 1975

MEMORANDUM FOR:	Director of Personnel
VIA:	Deputy Director for Operations
FROM:	Chief, European Division
SUBJECT:	Request for Extension of the Services of Thomas B. GASASIN (P), Retired Annuitant

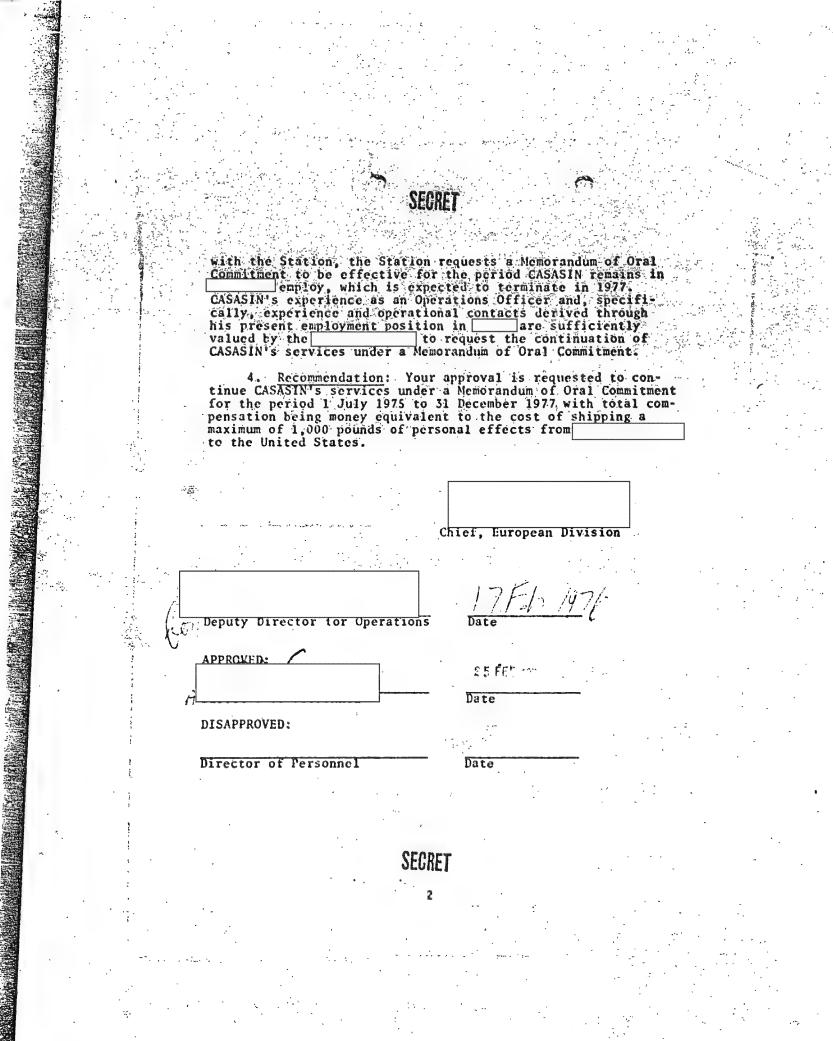
1. Action Requested: Your approval is requested to extend the services of Thomas B. CASASIN (P) under a Memorandum of Oral Commitment for the period 1 July 1975 to 31 December 1977. The only compensation to CASASIN would be money equivalent to shipment costs for a maximum of 1,000 pounds of personal effects from _______ to the United States. Since CASASIN is an Independent Contractor, the amount of money given CASASIN will be considered taxable income for tax year 1977.

2. <u>Basic Data and Background</u>: CASASIN, has been employed by the Agency since 1949. Twelve years of this period were spent as a Staff Employee, seven of which were at Headquarters and five years, 1955-1960, were spent in In 1962 CASASIN was assigned to _______under _______as a Staff Agent. In 1972 he was converted to Career <u>Associate</u> status to coincide with his cover employment with _______a position he attained on his own initiative. CASASIN retired as a GS-15, Step 10, on 30 June 1974 and with proper Headquarters approvals was utilized by _______as an Independent Contractor, effective 1 July 1974. His compensation was in accordance with the 90 percent provision of HR 20-13 a(1) (c) (1).

3. Staff Position: Due to his growing employment involvement at _____ CASASIN requested, and the _____ agreed, not to renew his written Independent Contract, due for renewal 1 July 1975. However, since CASASIN is willing to meet informally

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E2 IMPDET CL'BY 057567



MEMORANDUM FOR: Chief, Contract Tersonnel Division Career Management Group, Contract Personnel Branch THROUGH

Thomas B. CASASIN (P) Termination of contract SUBJECT .

This is to advise you that Thomas B. CASASIN'S (P) contract expired 30 June 1975. It is requested that CASASIN'S contract be terminated effective that date.

APPROVED

CONFIDENTIAL

E2 IMPDET CL BY 027164 121-2

Chief, Personnel Section European Division

Special Gent Ling

CONFIDENTIAL

MEMORANDUM FOR : Deputy Director for Management and Services

SUBJECT

: Request for Voluntary Retirement -

Casasin, Thomas B.

1. This memorandum submits a recommendation for your approval in paragraph 3.

.2. The employee named above has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50h.

Grade: GS-15 Equiv. Position Gareer Service		Ce Or	roei Fatl	Associate	a
Office/Division Date Requested for Retiremen	:	Ex	rope	Division	
Age at that Date Years of Creditable Service	-8	50 30	۲.	a san	
Years of Agency Service Years of Qualifying Service		24 19		· · ·	

3. The applicant's Career Service and the CIA Retirement Board recommended that the request be approved. I endorse these recommendations.

3. De Filice Director of Personnel

4. The recommendation contained in paragraph 3 is approved:

Deputy Director for Management and Services

Date

PULT CL 8, 0266

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-2.8 JUN 1974

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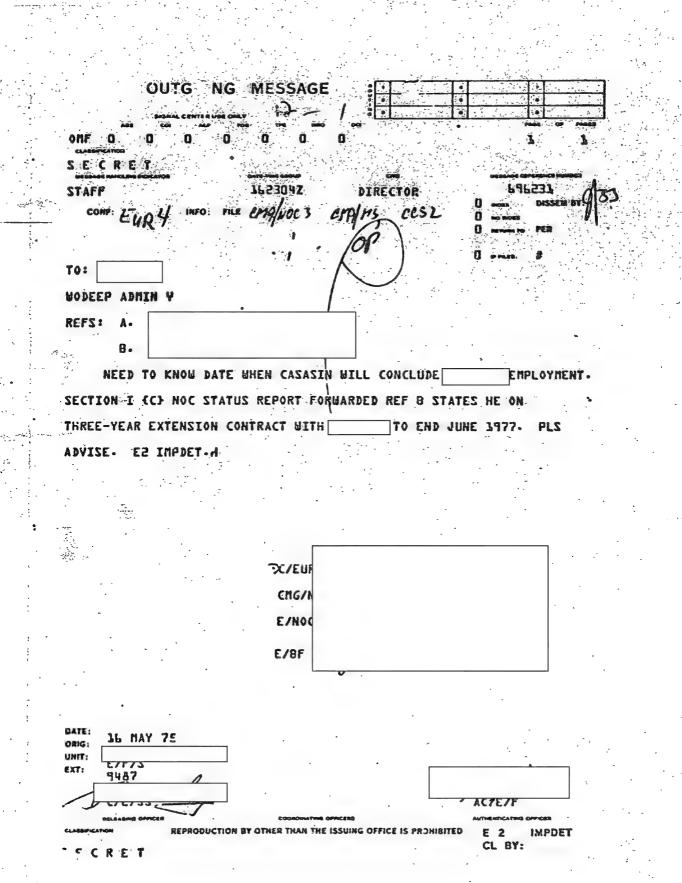
OP/RAD/ROB/

cam/3257 (27 June 1974)

CERTIFICATION BY THOMAS B. CASASIN CARFER ASSOCIATE, AS TO EXPENDITURES OF ADMINISTRATIVE ALLOWANCE

I certify that the Administrative Allowance payments made to me in accordance with the provisions of the Addendum to the Agency corfract dated 5 August 1972 and any amendments and extensions thereto have, tothe best of my knowledge and belief, been used substantially for the purpose for which provided and have not accrued to my personal advantage or enrichment.

4. 4. •••			· · · ·		SIGNED
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CITE 56954

TO T DI RE CT OR .

NODEEP ADMIN

1. THEMAS B. CASASIN HAS GIVEN NOTICE THAT HE DOES NOT INTEND TO RENEW HIS CONTRACT WHICH TERMINATES 30 JUNE 1975. HE CITES HIS GROWING INVOLVEMENT AT ______ AS THE REASON. 2. HE HAS AGREED TO FUTURE HEETINGS WITH STATION OFFICERS ON AN INFORMAL BASIS. FOR HIS CONTINUING COOPERATION HE ASKS ONLY THAT HIS ENTITLEMENT FOR SHIPHENT OF HEE TO THE U.S. BE KEP OPEN UNTILHE CONCLUDES HIS _______EMPLOYMENT. STATION WILL WRITE A MOC COVERING THIS CONTINUENCY. PLEASE ADVISE YOUR CONCURRENCE.

E=2 IMPDET

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DATE: 10 Hay 1975

1. A flat rate percentage covert tax assessment of this individual's merces taxable Agency entitlements has been approved as indicated below. This rate is to be applied to the individual's gross taxable earnings.

 Absessment Rate (Fercentage)
 Effective Date
 Inx Year

 "wonty-three and seven-tenths
 I Hav 1975

 (23.7) per cent
 I Hav 1975

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2. This is a reviewd assessment.

3. Other payroll factors pertinent to this tax assessment action are s follows:

Executive Secretary Covert Tax Board

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CONTRACT APPROVAL:

Chief, Contract Personnel Division

DISIRIBUTION: Orig - Addressee: 1 Copy - CPD: 1 Copy - CCS'CSB: 1 Copy - CHRONO: 1 Copy - CCS/P2.

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(1-4-21) (1-7) 2643 (01-100) 8.2 UMPOET CL . 87. 007622

DATE: 13 December 1274

ATTENTION : Chief, Compensation and Tox Division THROUGH : Chief, Compensation and Tox Division

SUBJECT . : Tax Assessment for Thomas B. CISASER (P)

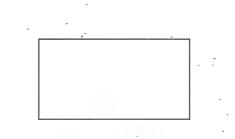
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Accomment Rate (Percentage) Effective Date Tax Year Solve and nine-tenths (12.9) & December 1974 . 1975

2. This is a <u>nvised</u> assessment.

3. Other payroll factors pertinent to this tax assessment action are as follows:



CONTRACT APPROVAL:

11.7, 2643 :::.

26 DEC 1974

Chief, Contract ressonnes pressioni Date

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SUBJECT	· · · · · · · · · · · · · · · · · · ·	Thomas B.	CASASIN
	· · · · · · · ·	- Aptillion -	
PERIOD C	VERED:	January -	- June 1974

MEMORANDUM. IN

Although I have been the Station case officer for Subject only since January 1974, I have been acquainted with his performance for the Station for the past 5 1/2 years through my assignment in the _______at Headquarters and, for the past 2 1/2 years, as the Station officer responsible for _______operations. I have always considered CASASIN to be a highly skilled, experienced senior case officer thoroughly devoted to the work of BKHERALD. He is becoming increasingly effective in his present cover position at _______operating against both Soviet and PRC targets, and I am delighted that he has agreed to continue his cooperation with the Station as a field agent following his retirement from BKHERALD effective 30 June 1974. CASASIN can look back with pride over his years of service with BKHERALD but he can also look forward to additional years of highly useful, productive work for Paris Station.

CASASIN's attitude can best be summed up by a comment on my first operational meeting with him following his official retirement. He instinctively went immediately to a discussion of operations, not of retirement. I am confident that CASASIN will continue to be a highly motivated, effective asset of Paris Station, and I wish him well.

Operations	Officer

CONFIDENTIAL

CONFIDENTIAL

SECTION

The attached Memorandum in Lieu of a Fitness Report should be read in conjunction with the Status Report on Subject for the period ending 31 March 1974: these reports overlap somewhat in the period covered. As has been indicated by both Russell N. SKOCSDERC, who prepared Section I, and George T. HENSLEY, who prepared Section III of the Status Report, Subject is an impressive officer who has developed superb cover for himself but who has been only reasonably effective in identifying, developing and turning over useful access agents to the Station. While endorsing the general thrust of the Memorandum in Lieu of a Fitness Report, the undersigned also feels that Subject should bring a sharper focus to bear on developing in-depth relationships with those persons who have the potential of becoming quality access agents to priority targets. Subject meets and knows many people in his milieu, including Sovicts; he reports in considerable volume on these contacts. We encourage hib to concentrate on a few of these contacts and to plumb them to their depths. The undersigned joins SKOGSBERG in wishing Subject well and in paying recognition to his motivation and his attitude.

Subject's Specific Duties remained essentially as described in his previous Fitness Report (for the period 1 January - 31 December 1973). I would rate him on these Specific Duties as he was previously rated.

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Operations Officer

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FITHESS REPORT - FIELD TRANSHITTAL

SPECIAL NOTE

Filness Reports must be prepared with due regard for security considerations. For example, and suppor in the case of administrative personnel and others whose detaes do not in termslives (even detained, for stample, in the case of administrative and support that a complete and realistic statement at specific differ may be reported in Section B. However, the nature, source, purpose or dispo-sition of information or operations will not be included. On the other hand, the description of specific differ of certain other em-ployees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.

INSTRUCTIONS

The following items of the Fitness Report will NOT be completed by field personnel. SECTION-A; items 2, 3, 7, and 8.

SECTION D, items 1, 2, and 3 (Only in respect to "Typed or Printed Name and Signature")

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MENÖRANDUM	FOR: Diréctor of Finance
ATTENTION	: Chief, Corrensation and Tax Division
THROUGH	: Chief, Scatract Personnel Division
SUBJECT	: Tax Assessment for Thomas B. CASASIN

1. A flat rate percentage covert tax assessment of this individual's gross taxable Agency entitiements has been approved as indicated below. This rate is to be applied to the individual's gross taxable earnings.

SECRET

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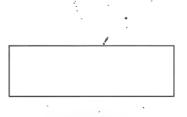
CTC NO.

110

	Assessment Rate (Percentage)	Effective Date	Tax Year
- ,	Eichteen and seven-tenths (10.7)	- 23 June 1974	1974
		• .	

2. This is a ______ revised _____assessment.

3. Other payroll factors pertiment to this tax assessment action are as follows:



CONTRACT APPROVAL:

25 JUL 1974

- CPD Copy

2

Date

Chiles, contract retorner sivision

DISTRIBUTION: Orig - Addresses: 1 Copy - CPO: 1 Copy - CCS-CS8: 1 Copy - CKRORO: 1 Copy - CCS/RR.

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(1-4-21) (1-7) 2643 (017125) E-2, IMPDET CL. BY. 007622

SECRET STAFF ED SLOTTED 11 75 ÝŘ FILE Unit COPY PAGE 01-01 ELASOS IN-365718 TOR: 2012352 SEP 74 -51247 S E C R E T 2811072 SEP 74 STAFF CITE 51247 (HENSLEY ACTING) TO: DIRECTOR. ADMIN PERS REF: DIRECTOR 599151 EDWIN L. HAURONIC HITNESSED SIGNING CONTRACT. E2 IMPDET.

MEMORANDUM FOR: Chief, Contract Personnel Division

THROUGH : CMG/CP

2

SUBJECT

Inclusion of INHE shipment in contract for Independent Contractor, Thomas B. CASASIN (P)

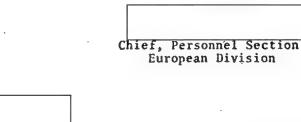
Re Presente

1. It is requested that the new contract for Thomas B. CASASIN (P) include shipment of HHE for him and his dependents and POV as well as storage of household effects.

2. CASASIN retired from the Agency 28 June 1974, and by regulation is entitled to movement of HHE up to one year. An extension of an additional six months can be requested, but beyond that CASASIN would not be covered.

3. EUR has been granted approval to hire CASASIN under a project. His cover job contract has been approved until May 1977, at which time he plans to return to the United States.

4. Therefore, EUR recommends his contract include the benefits of shipment of HHE, POV, and storage of goods to his place of legal residence upon the successful completion of his services.



19 JUL 1974 Date

E2 IMPDET CL BY 033769

CONCUR:

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CONFIDENTIAL

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CCS/CSB GH-43 Hq 10; (Officier designation, rober number, of Wilding)		-1	50	29	oan 27 June 1974
	-	DATE NOR	VARDED OFFIC	TR S ALS	COMMENTS (Number each comment to show from whom to whom Draw a line across calum after each comment.)
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	· /				This individual is being retained as an independent contractor after retirement.
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	CSB 74-254		
	26 June 1974		
	NEMORANDUM FOR: Chief, Retirement Affairs Division		
	SUSJECT:	2	•
	1. This is to advise you that will be placed under the covert annuity plan administered by the Cover and Commercial Staff effective upon his retirement in June 1974. He has also been placed under the Combined Group Investments (C.G.I.) plan for hospi- talization insurance.		•
· · · · · · · · · · · · · · · · · · ·	2. All future correspondence with will be handled through the Cover and Commercial Staff.		
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2 6 JUL 1974

MEMORANDUM FOR:	Director of Porsonnel
THROUGH	Deputy Director for Operations
SUBJECT :	Request for Approval to Utilize
	Thomas B. CASASIN (P) as an Independent Contractor

REFERENCE : DD/P 6-1818, 2 May 1966

1. Action Requested: The European Division requests approval to utilize Thomas B. CASASIN (P) as an Independent Contractor subject to the terms regarding employment of annuitants as set forth in the reference. CASASIN has just opted for retirement under the Agency Retirement Program effective 28 June 1974.

2. Basic Data or Background: CASASIN, has been employed by the Agency since 1949. He held several positions in Headquarters and from February 1955 until October 1960 served in ______ Until his departure for he served as a Branch Chief in the then SR Division. In 1962 CASASIN was assigned to ______ under ______ cover as a Staff Agent to work on the Soviet target. He remained a Staff Agent until his conversion to Career Associate status in 1972.

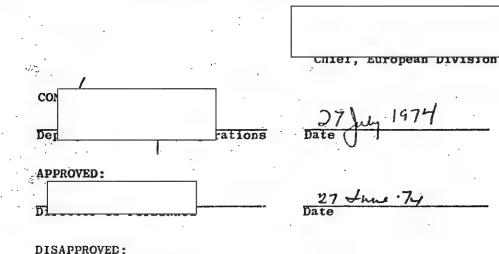
3. Staff Position: In 1972, with approval, CASASIN on his own initiative obtained an editorial position with IDENTITY. This cover job affords him the unique opportunity to establish and maintain contact and access to a variety of target personalities. Despite a heavy cover load, he has been able to make useful operational contributions

E2 IMPDET CL BY 055747

SECRET

to the overall Station effort against the Soviet Bloc and more recently, the PRC target. His current appointment with IDENTITY has recently been extended until 31 May 1977. We would like to continue to utilize CASASIN's professional talents and his natural sustained access to priority targets in IDENTITY. CASASIN will retire at the GS-15 step 10 level. In accordance with Agency regulations CASASIN's proposed gross annual contract salary of \$8,000 plus his annuity will not exceed ninety percent of his salary at the time of retirement. retirement.

4. <u>Recommendation</u>: It is requested that approval be granted to employ Thomas B. CASASIN (P) as an Independent Contractor.



Director of Personnel

Date

SECRET

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CONFIDENTIAL

MENORANDUM FOR: Chief, Contract Personnel Division THROUGH : CMG/CP SUBJECT : Termination of Contract for Thomas B. CASASIN (P)

This is to inform you that Career Associate Thomas B. CASASIN (P) retired from the Agency on 28 June 1974. His contract is terminated effective as of that date.

> Chief, Personnel Section European Division

AFPROVED:

1.64.44

7 AUG 1974

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Distribution: Original & D- Adse.

St. r. Tingson

E2 IMPDET CL BY 033769

CONFIDENTIAL

MENORANDUM FOR: Office of Finance FROM : Administrative Allowance Committee

SUBJECT : Fixed Allowance Amendment for Career Associate, Thomas B. CASASIN

1. Effective 28 April 1974 , to offset

UNITED STATES GOVERMENT

E2IMPDET

CL by: 063837

dollar appreciation, the fixed allowance for Subject is revised by substituting the figure ________ for the figure

2. All other provisions of the current Allowance Committee Addendum remain in full force and effect.

SECRET

APPROVED:

Allowance Committee

\$14,981

SEGRET

ANENDMENT TO ALLOWANCE COMMINTER ADDENOUN

Mr. Thomas B. Casasia

Mr. Casasta

Effective the day following your departure from "for Home leave, paragraph (A) entitled "Fixed Altonance t of jour current Altonance Committee Addendum (as amonded) is hubeby (furder) amended:

1) By substituing the figure _______ for the figure _______ for the figure

21 By extending the pariod covered through the day prine to your following haine leave.

All other provisions of your Allewance Committee Addendum (as mainerded) remain to full force and effect.

UNITED STATES GOVERNMENT

APPROVED:

Allowance Committee

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521-M 2011 Cl. 571-03(337

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CTC NO.

DATE: 14 November 1973

MEMORANDUM FOR:	Director of Finance
ATTENTION :	Chief, Compensation and Tax Division
THROUGH :	Chief, Contract Personnel Division
SUBJECT :	Tax assessment for Thomas R. CASASIN (P)

1. A flat rate percentage covert tax assessment of this individual's gross taxable Agency entitlements has been approved as indicated below. An acknowledged Letter of Tax Instruction forwarded. The advised of this assessment. This rate forwarded. The is to be applied to the individual's gross taxable earnings.

Assessment Rate (Percentage)

. . .

44

Tax Year Effective Date

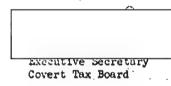
Twenty-eight and seven-tenths (28.7) 9 December 1973 · · · · · ·

1974

2. This is a revised assessment.

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 $\frac{1}{2}$ 3. Other payroll factors pertinent to this tax assessment action are as follows:



CONTRACT APPROVAL Chief, Contract Personnel Division

IC NOY Date

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OUTGOIL & MESSAGE OME CONFIDENTIAL STAFF. 112330Z DTRFCTOF CONF. LURS INFO: FILE-DF2 CANOINOCH. T0: [

ADMIN FINANCE WODEEP

L. REQUEST THOMAS B. CASASIN FORWARD HOS ASAP COPIES OF HIS COVER PAY STATEMENTS FOR FEB & MARCH 73.

2. LATEST COVER PAY STATEMENTS INDICATE INCREASE ALLOWANCE OF \$260.67 FER MONTH MADE IN FEB OR MARCH 73. COVER PAY OFFSET 1 FEB 73 THRU 15 SEPT 73 WAS \$12.635.28. ANALYSIS BASED ON COVER PAY STATEMENTS IN HAND HQS FOR APRIL. MAY & JUNE 73 EXTENDED THRU 15 SEPT 73 INDICATES OFFSET SHOULD HAVE BEEN \$14.307.57. WHICH RESULTS IN REFUND DUE FROM CASASIN OF \$1.676.29. NET PAY DUE NOW \$787.87 PER PAY PERIOD. ALL NET PAY DUE CASASIN WILL BE WITHHELD UNTIL REFUND DUE - \$1.676.29 IS LIQUIDATED.

3. IF PROPOSED METHOD OF REFUND REPAYMENT CITED PARA 2 ABOVE UNACCEPTABLE TO CASASIN, PLEASE ADVISE. E2 IMPDET-H

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27 June 1973

MALISTIC	TOR: Office of Finance
FRON	: EUR/Contract Personnel
SURVICT	: Changes in Financial Analysis Number
	Personal Services of Thomas B. CASASIN (P)
	ORJECT CLASS:

It is requested that the cost of personal services for subject Career Agent EXAMPLEXENTIANTS be changed, effective the pay period beginning

1 July 1973 from Financial Analysis Number 3131-4292

to 4136-4292 (UNSAVANT)

HILD WILDS

HIR DIVISION BUDGET OFFICER



SECRET TRANSMITTAL - FITNESS REPOR INSTRUCTION following items of the Eliness' Report will NOT be completed by field personnel presting the report for transmittal to Headquare ŝ, SECTION A, Items 1, 6; and 7 7/ SECTION D, Items 1, 2, and 3, fonty in respect to "Typed or Printed Name as 4 Signature \$ -THIS FITNESS REPONT DATE. TURE OF EMPLOTEE Thomas S. C. 2. I CERTIFY THAT, EXCLPT FOR ITENS OUT TED UNDER THE ADOVE INSTRUCTION NESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRU-S.-ALL ST.E. ON THE ATTACHED FIT-TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR DATE Reginald M. CUNION JOS CH IN TEO NAME AND SIGN AND SIGNATURE OF DATE 43 31 Januar SPECIAL NOTE Fitness Reports must be prepared with due regard for security considerations. For events's in the case of administrative and support personnel and others whose duries do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duries may be reported in Section B. However, the nature, source, purpose or dispo-sition of information ar operations will not be included. On the other hand, the position titles and description of specific duries of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duries will be included in Section B indicating the level of responsibility. FORM 450 OBSOLETE PREVIOUS EDITIONS SECRET (4)

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	Indicate significant strengths of weaknesses demonstrated in current position Leeping in proper, perspective their relationship to
	overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, il required for current assistion. Amplify or explain wings given in Section 8 to provide best
	basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost constitueness
	Section C, attach a secarate sheet of paper.
an a	During the period covered by this report, subject began a new job in an upper-level, executive capacity with
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	A solid cover situation is useful only to the extent that it serves as a base
· · · · ·	for BEHERALD activities.
	Subject has done a full time job for EXERALD. He has
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	Be has also established initial contacts with Chinese officials
· · · ·	and has laid the foundation, through the cover organi acton, to develop and
	maintain direct and log-tens contact with cortain of these tarnets. He has
	been effective and ingenious in devising direct access to this difficult
	target and to others having access.
	Subject depotes about SCZ of his operational effort to the Seviet and Chinese
· · ·	targets. His operational reporting reflects these priorities and it is timely,
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ingana con e en p	SECTION D CERTIFICATION AND COMMENTS
	1. BY EMPLOYEE
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT DATE ISIGNATURE OF EMPLOYEE
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	2. BY SUPERVISOR
1. The Part of the	MONTHS EMPLOYEE HAS BEEN IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
	DATE OFFICIAL TITLE CT SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE
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	3. BY REVIEWING OFFICIAL
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	3. BY REVIEWING OFFICIAL COMMENTS OF REVIEWING OFFICIAL During the period under review, this BOC moved into a highly sensitive but potentially very valuable new cover situation, in which be has infinitely greater access to Soviet and Chinese targets. The is also superbly equipped to handle this new position, by wirthe of previous experience, linguistic competence and substantive knowledge of the field of endeavor. He should, in
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	3. BY REVIEWING OFFICIAL COMMENTS OF REVIEWING OFFICIAL During the period under review, this BOC moved into a highly sonsitive but potentially very valuable new cover situation, in which be has infinitely greater access to Soviet and Chinese targets. The is also superbly equipped to handle this new position, by wirthe of previous experience, linguistic competence and substantive knowledge of the field of endeavor. He should, in our judgment, do a first-class job, and for the Organization as well. With respect to the specific duties set forth in the first section of this
	3. BY REVIEWING OFFICIAL COMMENTS OF REVIEWING OFFICIAL During the period under review, this BOC moved into a highly sonsitive but potentially very valuable new cover situation, in which be has infinitely greater access to Soviet and Chinese targets. The is also superbly equipped to handle this new position, by wirthe of previous experience, linguistic competence and substantive knowledge of the field of endeavor. He should, in our judgment, do a first-class job, organization as well. With respect to the specific duties set forth in the first section of this report, this reviewer would not have rated specific duty number two at the "O"
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SECTION C NARRATIVE COMPENTS

complète and literate. Despite his relative isolation _____ he is well aware of priority objectives, concentrates his efforts in these areas and does not waste time on operationally marginal activities.

RET

As is normal subject has no supervisory duties with BNHERALD personnel but his cover job provides supervisory responsibility. Subject is meticulous in presentation of financial accountings and his operational expenses are modest. There are no administrative problems related to this project.

SPULION D (cont'd) REVIEWING OFFICIAL

level; in point of fact, it would, in the writer's opinion, merit a solid "S", but no more. Recognizing that such ratings are perforce subjective, and that the rating officer has a closer, almost daily experience factor, nonetheless, the reviewer simply does not believe that the written record of the NOC's accomplishments on the specific targets will support an "O" rating at this time. Even accepting the limitations which the cover situation imposes upon heras still not performed in a manner which would correspond to theliteral definition of "O".

Other than this divergency, the reviewer shares the laudatory comments set forth in the marrative He is all the things the rater has stated and more: highly intelligent, versatile, linguistically extremely well qualified, and professionally experienced in his cover role. He has begun very well to utilize this new cover position on the Organization's behalf, and it is quite accurate to note that I anded this particular plum (in terms of competition for the cover vacancy) solely on the basis of his own demonstrated talents in the cover context.

In sum, this is an experienced, effective whose new cover affords him an expanded natural access to a host of the Station's primary targets; he has begun to exploit this access in a sound, logical fashion, and the period ahead should further document the utility of his key situation to our operational programs. In fairness to all concerned, it is simply too early in this new position to attempt a definitive judgment of the depth of access which can be derived from it.

Comments by Chief,

Although concurring with an overall rating of "S", I consider the "O" ratings for specific duties numbers one and two to be somewhat high and I recommend an "S" for both. Casasin certainly has maintained his cover and we anticipate he will be able to preserve it in his new job. He has just begun to initiate contacts with Soviet personnel of operational interest and it remains to be seen how effectively Casasin can exploit this situation

C/E/F

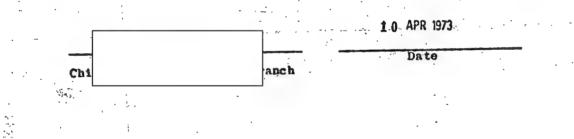
ATTACHMENT - FITNESS REFORT - Thomas B. CASASIN (P). · · ·

12 25 REVIEWING OFFICER CONDENTS:

Whether Specific Duty No. 1 is rated "O" (as by the Station rator and reviewer) or "S" (as by the EUR Division reviewer), the fact remains that CASASIN is melding his overt life and operational activity against a primary Station target with a degree of success not often achieved by Agency officers.

CASASIN's response to requirements based in administrative and managerial responsibilities has been crompt and efficient; in this additional specific duty we rate his performance "Strong".

In view of his initiative and composence in a demanding and sensitive ______assignment, ______agrees with CASASIN's overall performance rating of "Strong".



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SECRET

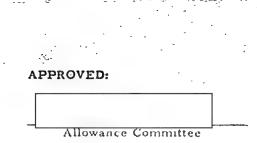
MEMORANDUM FOR: Office of Finance FROM : Administrative Allowance Committee SUBJECT : Fixed Allowance Amendment for Careor Associate, Thomas D. CAdASPI

1. Effective <u>14 Pebpuary 1973</u>, to offset dollar depreciation, the fixed allowance for Subject is revised by substituting the figure <u>\$13,696</u> for the figure <u>\$12,236</u>. ()

2. All other provisions of the current Allowance Committee

SECRET

Addendum remain in full force and effect.



UNITED STATES GOVERNMENT

Elimpdet

CLby 026715

MEMORANDUM FOR: Official Personnel File

SUBJECT

1. Studies in Intelligence is the Agency's quarterly professional journal. It publishes a wide variety of unique material—thistorical, analytical, technical, etc. —on all aspects of intelligence both as a profession and as a function of national security and foreign policy. Employees whose writings are accepted for publication make a valuable contribution to the Agency's work which ought to be reflected in their official files.

2. Accordingly, the Board of Editors wishes to record the fact that Studies in Intelligence has published the following material submitted by

CASASON T.B.

Article: "What to Do with Defectors" - Vol. V, No. 4 (Fall 1961)

Letter to the Editor - Vol. IX, No. 4 (Fall 1965)

Chairfman, Board of Editors Studies in Intelligence

Distribution: 0 - Subject's Official File 1 - Pers

Themas B. Casasin

Date Action Conferentian 15 MAY 72 Career Agent 33,260 7. JAN 73. KPI 34,971 Ciade 65-15/ CS : 15 .

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AMENDMENT TO ALLOWANCE COMMITTEE ADDENDUM For Carser Agent, Thomas B. CASASIN

SECRET

Mr. Thomas B. Casasla

Dear Mr. Casasiat

Effective 7 September 1972, paragraph (A) entitled "Fixed Allowance" of your Allowance Committee Addendum dated 18 April 1972, is amended by substituting the figure \$12,234 for the figure \$11,769 to reflect your total HHE storage cost.

All other provisions of your Allowance Committee Addendum remain in full force and effect.

UNITED STATES COVERNMENT

BY

Contracting Officer

APPROVED:

14

Allowance Committee

ance Committee Addendum dated 18 April 1972.

18 DEC

EZIMPDET CLby 027015

Note: CASASIN was converted from Staff Agent to Careor Agent status, effoctive 15 May 1972. The conversion does not affect any provisions of his Allow-

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	SECRET	7
	FIELD REASSIGNMENT QUESTIONNAIRE	
	Thomas B. Casasin 26 Sopt 73	
	DATE RECEIVED AT HEADQUARTERS, DISPATCH NUMBER) DATE RECEIVED BY CAREER SERVICE.	
	20 Oct 73 OFAT 4785 TO BE COMPLETED BY DIPLOYEE	
2 1	ACL, CATE OF BIRTH 2. STRVICE 3. YOUR CUMPENT POBITION: TITLE -4. STATION OR SASE	
•	10 COP 62 0/0 15 Hay 197 0/0 25 10 1974 6050	
	3 ADT 72	
4)	1 day hter, aged 20 (already actually back at her university)	· ·
	a, reasonal cracuostances that should be considered in determining next assignment: ity two-yoar contract with onds officially 14 Eay 1974; it is, theoretically, removable.	
ter i standar en	B. LIST YOUR WAJGE OLYTES DURING CURRINT TOUR ("see "special note on transmittal form). (Also attach personal cover questionnaire in accordance with CSI-F 240-8)	
	Have continued by spotting and account functions, unity of HEHAR.H have continued by spotting and account functions, unity of HEHAR.H and TAPAL: individuals on a colocied backs but of third and fourth intignals as wells. Have concentrated on two particular MEHAREH targets, while assuming now cover responsibilities and manging a fairly large- scale, suthentic cover property in the field of mass communication. Have scale, suthentic cover property in the field of mass communication. Have also remended to Etation investigative modes in fields other than my also remended to Etation investigative modes in fields other than my also remended to Etation investigative modes in fields other than my etal placed FERATON political-technical canegement personality. Have slow developed a minor, yet well-placed ST.A. personality in the field of technical innovation and management.	
	Have arrunged to travel to various vonues of technical and scientific mostings for appropriate coverages of personalities or substance, as the case required.	
	10. TRAINING DESIRED: INDICATE BHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL VIARS I believe that there is none indicated at the present time, especially in view of the time and schedule demanded by my cover functions.	•9
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	SECRET	
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ب ب	SECRET	· · · · · · · · · · · · · · · · · · ·
	11: PREFERENCE FOR HERT ASSIGNMENT: 11a. DESCRIBE BREEFLY THE TYPE OF TORE YOU' BOULD PREFER FOR HERT ASSEGMENT IF DEFERENT FROM THAT INDECATED	.
•	IN ITEM NO. 9 ABOVE. IF VOU HAVE WORF THAN ORE PREFERENCE, INDICATE VOUR CHOICE.	
	I think that in view of the difficulty of obtaining, through legitizate	
	means, the kind of eaver addigment I have at the present time, I should	· •
	atay wors less	
	Heving said that, headowarters my wish to live consideration to my moving to a position anoto, ous to the one I have in snother or mainties which in	
	comparable in access and coverant to vist we know to be the case in	
	I would like, at any rate, to be able to continue to use the	
	language operationally.	
	118. INDICATE IF YOU DESIRF TO FATEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE For Next Regular assignment by inserting 1. 2. 3 3 (for Jos; 2nd. and 3rd choice) in Remaining Boxes.	
e i i	COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.	
. ş	E EXTEND YOUR 6 to 12 MONTHS AT CURRENT STATION TO COS 74 - Apr 75	
	BE AUSTONIO TO HOUSE LON, A TONE OF OUT IN HEAT ON OFFICE OF DIVISION STAFF OR OFFICE.	
	STER BE ASSIGNED TO LD STATION, INDICAT OGRAPHIC ANEA O	
	The resume to any current station	
	TO BE COMPLETED BY FIELD STATICH	
	2. IN CONSIDERATION OF THE EXPERIENCE AND PIRIORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, Indicate your recommendation for his next assignment and training:	1
	Station recornends approval of entension If CASASEN retains	e all a sector
a dan ar	present, endellent cover with it it it	
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ne i	TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE	· ·
۲ شی از	3. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR CONPONENT'S AFCOMMENDATION FOR HIS NEXT	:
	ASSIGNMENT AND TRAINING.	
	Hes approves hone leave in April 1974 and new tour.	÷
	NCS SUBLOAS HONG LEAVE IN ADILL TAXA THE DEA LOUIS	
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	DATE 10-100571 TITLE DU PRODUCE DE FIGNATURE	, 1 ,
	FOR USE BY CAREER SERVICE	•
	Longe legere in April 1924 Follosof by a new tour.	,
	B. EMPLOYEE NOTIFIED BY DISPATCH NO DATED:	:
	CABLE NO DATED:	· · ·
		: .
	CAREER SERVICE REPRESENTATIVE: DATE DATE	
, أ سيبه	SECRET	
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FITNESS REPORT	classification plated.
ECTION A. GENERAL INFORMATION	
EMPLOYEE NUMBER 2. NAME (has, ifirs, middle)	ADE & SD
128609 CASASIN, Thomas B.	
CITICIAL POSITION TITLE	<u>-19 D</u>
Carcer Associate	· · · · · · · · · · · · · · · · · · ·
10. TYPE OF APPOINTMENT	
CAREER CALEER RESERVE A ANNUAL 21 MONTH SOMONTH REASSIGN	SPECIAL
IZ. PEPORTING PEECO (From to) 13. DATE REPORT DUE IN O.P.	
1 Jan. /3-31 Dec /3 28 February 19/4	
ECTION B PERFORMANCE EVALUATION	
-Unsatufactory Performance is unacceatable. A fating in this category requires immediate and positive remedial action. The induces could range from counseling, to further training, to pacing an probation, to reassignment or to reported. Describe	of the oction oction taken
or proposed in Section C. -Morginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and re	and at anti-
roken or recommended should be described.	
Prolicient Performance is satisfactory Desired résults are being produced in the manner expectéd. Strong Performance is character and by exceptional protocency.	
Outwanding Perto musce is to execution the telation to requirements of the work and in comparison to the performance of others	doing similar
work as to worrant sookial recognition.	
SPECIFIC DUTIES	
up to is of the most important specific duties performed during the rating period. Insert rating letter which best describes the monaer in which forms EACM specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be in ability to supervise (indicate number of employees supervised).	rated an
	LETTER
Maintenance of effective and functioning as a WOMACE	Ó
ECIFIC DUTY NO. 8	RATING
Exploits his natural access to Soviet personnel for operational	
needs.	9
	RATING
Leeds.	
Exploits his wide range of contacts inside and outside his cover organization for operational purposes.	RATING
CLIFIC DUTY NO. 3 Exploits his wide range of contacts inside and outside his cover	RATING
Exploits his wide range of contacts inside and outside his cover organization for operational purposes.	RATING LETTER P RATING
Exploits his wide range of contacts inside and outside his cover organization for operational purposes. ECIFIC DUTY NO. 4 Lakes imaginative use of cover position to meet Chinese officials	RATING LETTER P RATING
Exploits his wide range of contacts inside and outside his cover organization for operational purposes.	RATING LETTER J RATING LETTER S RATING
Exploits his wide range of contacts inside and outside his cover organization for operational purposes. EXERCIPIC DUTY NO. 4 Lakes imaginative use of cover position to meet Chinese officials at international conferences. EXERCIPIC DUTY NO. 8	RATING LETTER P RATING LETTER S RATING LETTER
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COMPRENITIAL

SECTION C Inducto hight and strongish ar waaknowee demonstrated in euriant postice keeping in proper perspective their relationship to orient performance. Side suggestions mode to comprovement of work performance. Give recommendation like this of the performance in the second to compare and the second to th

The area of Subject's performance most in need of strengthening is follow-up development of operational targets. His cover situation is conceptat unique for an NOC in that it puts him in daily contact with his priority target group: Soviet officials and other potential agents having direct access to Soviet officials. This access is not fully exploited. He should make a concerted effort to expand social and/or business contacts with the four or five Soviet officials who work in close proximity to him and to seek out and assess eight or ten third

	//continued//
SECTION D	CERTIFICATION AND COMMENTS
I. .	BY EMPLOYEE
I CERTI	FY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT
15 Feb 74	BIGNATURE OF EMPLOYEE /S/ Thomas B. CASASIN
2.	BY SUFERVISOR
MONTHS EMPLOYEE HAS BEEN	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
· _ ·	
DATE	OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE
-	Operations Officer
3	BY FEVIEWIN 3 OFFICIAL
COMMENTS OF REVIEWING OFFICIA	N / -
of his narrative co an outstanding job for him and the Sta his ability during relationships with potential agents wi not be justified in entirely defensible expect more concret	he supervisor's letter ratings and with the substance omments. Put as simply as possible, Subject has done in establishing superb access cover; it now remains ation to exploit it operationally. On the basis of the reporting period to establish meaningful target Soviets or to spot and assess leads to ho can, Subject's retention is this assignment would a terms of costs. The 40% rebate does make this effort e, however, but Subject should understand that we te results now that his cover position has been
DALE DALE	OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE
12 Feb 74	Deputy Chief of Station

CONFIDENTIAL

SECTION C - Narrative Consents (continued)

and first an

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country nationals who work in the same offices as these Soviet officials. The objective is more first hand reporting by Subject on Soviet officials and assessment reports on several of his co-workers. who can be selected and recruited (based on his assesment reports) by other case officers to serve as access agents to Soviet officials.

CONFIDENTIAL

Despite long service Subject's knowledge of and responsiveness to Organization priorities and requirements has not weakened. He concentrates on priority targets and his operational reporting is complete, on target and highly literate.

As is normal in an position, Subject has no supervisory duties over Organization personnel although his cover job does include supervisory responsibilities. Subject is meticulous in his presentation of financial accountings and his operational expenses are modest. There are no administrative problems related to this project.

ONFIDENTIAL

			FII	INESS REPORT	- FIELD TRANSM	ITTAL	10 70 24	
perso that c sition ploye	onnel and on a complete a l of informati les may jeop	ers whose during an	es do not in st tement of spe ons will not b r and should i	igaid for security iemselves reveal so cilic duties may be wincluded. On th	CIAL NOTE: considerations: For or burces of information of reported in Section I e other frand, the de ed on this form, In the	and methods of a 8. However, the r articlics of row	peration, it is normal nature, source, purpe dur dutine of contain	lly expecte se or disp
	·				UCTIONS			
1. 4	SECTION A,	items 2, 3, 3	7, and 8 and 3 (Only		ed by field personnel ed or Printed Name c Thomas B.	Ind Signature")	Here M	i buy
	CERTINY THA			TED UNDER THE AD ISIONS OF CURREN	and the second s	L ITENS APPEAR	ING ON THE ATTICHE	o FITNE
DATE .				ginald M.	GUNION	erQ. T. The	anymi. Norsen - fo	J.K
PATE	127	No 74	EVPED OR P		SIGNATURE OF REVIL	T / t	in perudunya)	
	5A Cartions	PREVIOUS 1		CONF	IDENTIAL	E-2, ÎMPC	DET CL. BY: 007622	(04-47)

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MEMORANDUM FOR: Chief, Transactions & Records Branch FROM : Contract Personnel Division

ECRET

FROM : Contract Personnel Division SUBJECT : CASASIN, TB

Contact C/CPD prior to servicing any request for verification of Agency service.

Chief Contract Personnel Division

1 August 1972

NOTE: Subject converted from Staff Agent status to Career Agent status effective 15 May 1972; this should be placed in his terminated

SECRET

GROUP I - Excluded from automatic downgrading and declassification;

Staff Agent-file. -

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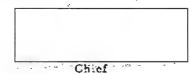
1 August 1972

MEMORANDUM FOR: Chief, Insurance Branch/BSD/OP

SECRÉŤ

This is to advise that. Thomas B: CASASIN (P) has been employed under an Agency personal services contract effective. 15 May 1972 . The contract authorizes participation in Civil Service Retirement. FEGLI and Federal Health Insurance.

Subject's contract is the administrative responsibility of DDP/EUR



Contract Personnel Division

Former Staffer (Stf Agnt)

1. 1. * * *

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5 E C R E T GROUP I - Excluded from automatic developtation and devlocative dis-

4	FITNESS REPOR		U06102
ECTION A		GENERAL	
I. NAME	(Loel) (Piret) (Midd	IO) - Z. DATE OF BIRTH & SEA 6	GRADE - 9. SD
	CASASIN Thomas 1	B. M.	GS-15 D
	OSITION TITLE	TOPPOINT OF ASSIGNMENT 6.	CURRENT STATION
	Ops Officer	DDP/EUR/F	<u> </u>
	TYPE OP A PROINTMENT	IS. CHECK IN TYPE OF REPORT	
X CANEEN			HEASSIGNMENT SUPERVISO
	Priovisional (See Instructions - Section C)	X annual	REASSIGNMENT EMPLOYEE
	(Specify):	12. REPORTING PERIOD (Prom to.	
·	NT DUE-IN O.P.		
	31 March 1972	1 April 71 - 31 Marc	n 1976
ECTION B		MANCE EVALUATION	and the second sec
U- <u>Uniónilácior</u> M-Marginal	could range from counseling, to further training of proposed in Section C.	category requires immediate and positive remedia g. to placing on probation, to reassignment or to remons for assigning, this rating should be stated i	separation. Describe action taken
	taken or recommended should be described.	enene int dreisning une (dring feedrich die sigist	m arruna r ann temenai acimpis
P-Proficient	Performance is satisfactory. Desired results are	being produced in the manner expected.	
S-Strong	Performance is characterized by exceptional pr	oficiency.	•• •
0-Outstanding		airements of the work and in comparison to the pe	rformance of others doing similar
	work as to warrant special recognition.	ann a' ca ann a' fea ann a' feanairtean ann a' cann ann ann a' feanairte a fean ann a' feanairte ann a' feanair	-
	. SP	ECIFIC DUTIES	
	Maintenance of effective	status and functioning	LETTEN
	as a WOMACE officer in this		
	as a WOMACE officer in this		. O
. 8	as a WOMACE officer in this		
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ECTION C	NARRATIVE COMME	NTS
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CTION D	CERTIFICATION AND COM	MENTS
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SECTION C NARRATIVE (continued)

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It has been noted in past titness reports that subject was weak in long-range, operational development of a target. The case and probable success of an extended development is a function of the personalities involved. During this reporting period subject has conducted a sustained development of an MHHARSHER despite their different ages and divergent personalities thus demonstrating improvement in this area.

It some times appears that subject's reporting could be more precise and more closely attuned to BKTRUST objectives. This is probably the result of time limitations, and the officer's knowledge of BKTRUST needs is lessened by his relative isolation.

As is normal situation, subject has no supervisory duties with BKTRUST personnel. His cover job provided supervisory responsibility. Subject is meticulous in presentation of financial accountings and his operational expenses are modest.

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Section 3 - Comments by Reviewing Official

The carcer of this officer has reached a crucial juncture; if, as we currently anticipate, he succeeds in landing the position for which he appears to have the inside track, he will gain access to an institution and its employees which could prove to be invaluable. His new function will permit the widest possible access to a variety of targets, and with careful guidance, his utility as a spotter and assessor should improve very substantially.

In sum, _____ has done the best he could under somewhat trying circumstances, exacerbated by the severe economic problems of his erstwhile employer, which led to the NOC's being separated from that position at the end of last year. Through his own efforts, _____ learned of the vacancy for which he has applied, and by assiduous and discriminating manipulation of his extensive connections on the local scene, has managed to maneuver himself into becoming the leading candidate for the post. If he is accepted for this position, his value to the Organization will unquestionably increase by a quantum leap, and we are consequently optimistic concerning his future ability to make an impressive contribution to Organizational goals on the local scene.

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ADMIN TOPSY UODEEP

RELEASING OFFICER

1. FOLLOWING IS STATUS REPORT ON TALKS WITH CASASIN RE CONVERSION TO CAREER AGENT:

A. PROCESSING FOR CONVERSION DISCUSSED AT LENGTH WITH CASASIN AND HE AGREEABLE TO TERMS AND CONDITIONS OF CONTRACT. WHICH NOW IN PROCESS. CONTRACT WILL BE FORWARDED WHEN RECEIVED.

B. IN ORDER CONVERT CASASIN TO CAREER AGENT IT NECESSARY IN ALLOW HIM RETAIN PORTION OF COVER SALARY IN LIEU OF 10% LOSS OF STAFF STATUS PAY AND TO MOVE HIM FROM GS-15/8 TO 15/10 LEVEL. ABOVE WILL BE SPELLED OUT FULLY IN CONTRACT.

C. CASASIN WILL BE TRANSFERRED TO UPON DATE

2. SHOULD CASASIN NOT BE ACCEPTED BY HAS RECOM-MENDATION, SUBJECT TO STATION CONCURRENCE, USULD BE FOR CASASIN TO REMAIN PARIS AS STAFF AGENT FOR RELATIVELY BRIEF PERIOD TO COMPLETE CURRENT OPS ASSIGNMENTS. FOLLOUING THIS PERIOD CASASIN HOULD BE RETURNED HAS FOR REASSIGNMENT. REQUEST STATION COMMENT. FONT-

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Attachment #1

Item 44. Operational Expenses

Reinbursement for payment of fringe benefit programs of cover organization (including retirement, health, and life insurance) when it is determined by the Agency that membership therein is necessary for cover and/or security.

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S.C.EL

Attachment #2

Item 50. Offset of Income

In accordance with NN 20-129(2b), CASASIN will initially be permitted to retain \$1449 of his cover income without offset. Upon successful completion of three years service under this contract, the offset will be further reduced by \$551, which totals \$2000.

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CONFIDENTIA DATE 29

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FROM: Office of Medical Services

SUBJ: Interim Medical Disposition.

This is to advise that the medical processing

is incomplete avaiting receipt of supplemental medical information or completion of corrective medical action. Final medical disposition will be issued when this

matter is resolved.

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Mr. Thomas B. Casasin

Dear Mr. Casasin:

The United States Government, as represented by the Contracting Officer, hereby contracts with you as an Independent Contractor to render professional services of a confidential nature under the following terms and conditions:

1. Fee. For professional services rendered hereunder, you will be paid a fee calculated at the rate of \$8,000 per annum. Payments will be made as requested by you in writing in a manner acceptable to the Government.

2. Taxes.: As an Independent Contractor, monies paid you under paragraph one (1) above constitute taxable income for Federal tax purposes and you must satisfy your Federal tax liability thereon. Such income may be paid you by or through a cover facility. Because of cover, operational and security considerations, the Tax Board or this organization is authorized to make certain determinations and establish procedures (including tax withholdings) which will result in the full satisfaction of your Federal income and Social Security tax obligations. It is specifically understood and agreed that such determinations and procedures, whether oral or written, constitute an integral part of this contract and are legally incorporated herein by reference.

.3. Travel. You will be advanced or reimbursed funds for travel and transportation expenses for you and your dependents to and from your permanent post of assignment and for you alone for authorized operational travel. In addition, you will be entitled to storage of such household and personal effects as are not shipped in conformance with applicable organization policies and procedures. You may be entitled to per dism in lieu of subsistence in the course of all travel performed hersunder and when authorized for you alone while on temporary duty away from your permanent post of assignment. Upon your satisfactory completion of services hereunder, you will be authorized transportation expenses for you, your dependents and your household and personal effects to your recorded permanent place of legal residence in the United States. All travel, transportation and per dism provided for under this paragraph must be properly authorized and expenses incurred herewith are subject to payment and accounting in substantial compliance with Government regulations or your cover facility, whichever is directed by the Government.

4. Operational Expenses. You will be advanced or reimbursed funds for necessary operational expenses including, but not limited to, entertainment and the purchase of information, as specifically approved by the Government. Such funds will be subject to payment and accounting in substantial compliance with applicable Government regulations.

5. <u>Repayment</u>. It is recognized that your failure to account for or refund any monics advanced you hereunder shall entitle the Government to withhold the total amount of such indebtedness or any portion thereof from any mories due you under the terms of this contract in such manner as it deems appropriate.

6. Execution of Documents. If, during your utilization hereunder, you assume the custody of Government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by this organization to evidence this relationship.

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7. Status. Your legal status under this agreement is that of an Independent Contractor. Nothing contained herein shall be construed as implying the creation of an employee-employer relationship.

8. Requirements. Requirements levied upon you by this organization hereunder are a part of this contract provided they are not inconsistent with the terms hereof.

9. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or negotiated benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

10. Secrecy. By virtue of personal knowledge acquired during this and any previous association, you will become privy to employees, associates, plans, programs, methods and the like of this organization, in particular, and the U. S. Intelligence Community, in general. As a direct consequence of this knowledge, you agree to keep forever secret all classified information so obtained; to refrain from presenting a paper, writing for publication; making a speech through any media or forum, or other public statement on the subject of intelligence, factual or fictional, without prior authorization by the Government. Violation of such secrecy may subject you to criminal prosecution under the espionage laws of the U. S. and other applicable laws and regulations.

11. Term. This contract is effective as of <u>14449</u> <u>1974</u>, and shall continue thereafter for a period of one (1) year unless sooner terminated upon (ifteen (15) days' actual notice by either party hereto. Termination or expiration of this agreement will not release you from the provisions of paragraph ten (10) above and any secrecy oath you may be required to take.

UNITED STATES GOVERNMENT

ACCEPTED

1.

Thomas E. Casasin

WITNESS:

APPROVED:

RCB / 24 74 28 April 74

Mr. Thomas B. Casasia

Dear Mr. Casasin:

The United States Government, as represented by the Contracting Officer, hereby contracts with you for your services as a Career Agent under the following terms and conditions:

1. Status. Your status is that of a Government employee under contract and, as such, your rights and benefits are governed by the provisions of this agreement. It is specifically understood that you are not entitled to rights and benefits pertaining to appointed staff status, except as provided herein.

2. Cover. In the performance of your services hereunder, you will act under cover suitable to conceal your relationship with the Government. It is expressly understood and agreed that any and all documents which you may execute in the course of such cover employment are subordinate to this agreement and any contradiction of terms which may in any way amplify, extend or restrict your rights and/or obligations hereunder shall be resolved by this agreement which shall always be dominant.

3. <u>Compensation</u>. In full consideration for your services as a Career Agent, and subject to the provisions set forth in paragraph four (4) below, you are guaranteed payment of a <u>basic salary</u> of \$33,260 per annum, the equivalent of a GS-15/10. In addition, you are herein authorized legislative salary adjustments and a post differential in substantial conformance with rules and regulations applicable to Government appointed personnel. Your Federal Tax liability, benefits, retirement and the like shall be based upon <u>said basic</u> salary.

. Disposition of Cover Emoluments.

(a) Earned Cover Income.

(1) Earned cover income is herein defined as income (including benefits in kind) received by you from your cover activities, which income does not have as its source the Government (this organization) or for which reimbursement from the Government has not nor will be sought by the cover activity.

(2) Earned cover income in an amount initially computed at the .ate of \$1449 per annum may be retained by you in addition to your basic contractual salary for the first three consecutive years of successful service hereunder; thereafter, at the rate of \$2000 per annum.

(3) Earned cover income in excess of that set out in subparagraph two (2) above will be offset and thereby reduce your basic contractual salary by a like amount. (4) You will initially report to this organization, upon assumption of cover status and thereafter on an annual basis, your rate of cover compensation. Any changes during the year will also be reported. This organization will say your basic contractual salary (initially \$13, 260) until such time as reports indicate cover income in excess of that set out in sub-paragraph two (2) above. You will thereafter be paid at your full rate of compensation less anticipated carned cover income based on the last report. Adjustments, if any, will be made following receipt of the yearend report. Failure to timely submit reports may result in a delay or suspension of contractual payments due you hereunder.

(b) Other Cover Emoluments. With the exception of earned cover income, emoluments (including benefits in kind) received from or through your cover activities are the property of the Government and will be disposed of at such times and in such a manner as the Government may prescribe.

5. Taxes: (a) As an employee of the Government, you must satisfy your kederal tax liability on the taxable income paid to you under paragraph three (3) above. Such income may be said you by or through a cover facility. Because of cover, operational and security considerations, the Tax Committee of this organization is authorized to make certain determinations and establish procedures which will result in the full satisfaction of your Federal income tax liability on said income. It is specifically understood and agreed that such determinations and procedures, whether oral or written, constitute an integral part of this contract and are legally incorporated herein by reference.

(b) You will not be required to bear the expense of foreign taxes on income paid or guaranteed you by the Government under paragraph three (3) above. You will be reimbursed for such foreign taxes paid by you, consistent with your cover.

6. <u>Allowances</u>. You will be entitled to: (a) Living quarters allowances in conformance with regulations of this organization applicable to its appointed personnel. In the event you are furnished quarters by your cover facility or the Government you will not be entitled to the living quarters allowances herein indicated.

(b) Cost-of-living allowances in conformance with applicable regulations of this organization including, but not limited to, a post allowance or, if applicable, an equalization allowance in lieu thereof, a supplementary post allowance, a transfer allowance, a home service transfer allowance and a separation allowance.

Travel. You will be advanced or reinsbursed funds for travel and transportation expenses for you, your dependents, your household effects and your personal automobile to and from your permanent post of assignment, and for you alone for authorized operational travel. In addition, you will be entitled to storage of such household and personal effects as are not shipped in conformance with applicable Government regulations. You will also be authorized shipment of household effects; presently stored in Paris, France, for combination with such household offects as are presently in storage within continental United States. You may be entitled to per diem in lieu of subsistence in the course of all travel performed hereunder and, when authorized, for yoù alone while on temporary duty away from your permanent post of assignment. All travel, transportation and per diem provided for under this paragraph must be properly authorized, and expenses incurred herounder are subject to rayment and accounting in compliance with applicable Government regulations or according to the established policies of your cover facility. whichever is directed by the Government.

8: Operational Expenses . You will be advanced or reimbursed funds for necessary operational expenses including but not limited to payment of fringe benefit program costs, of your cover organization (including retirement, health and life insurance) when it is determined by this organization that membership therein is necessary for cover and/or security, also entertainment and the purchase of intermation, as specifically approved by the Government. Such funds will be subject to payment and accounting in compliance with applicable Government regulations or according to the established policies of your cover facility, whichever is directed by the Government.

9. <u>Repayment</u>. It is recognized that your failure to account for or refund any monies advanced you horeunder shall entitle the Government or your cover facility to withhold the total amount of such indebtedness or any portion thereof from any monies due you under the terms of this contract in such manner as it deems appropriate.

10. Benefits. (a) By virtue of your employment relationship with the Government hereunder, you are entitled to coverage under the Federal Employees' Compensation Act, as amended. Claims by you, your heirs, or legal representatives under this paragraph will be processed by this organization in accordance with its procedures in such manner as not to impair security.

(b) You will be entitled to sick, annual, and home leave (including travel expenses incident thereto) equal to and subject to the same rules and regulations applicable to Government appointed employees. Annual leave may only be taken at times and places approved in advance by appropriate representatives of the Government or cover officials. All accrued but unused leave credited to your account under previous employment with the United States Gövernment will be transferred to the leave account established for you under this agreement.

(c) You will be entitled to the continuance of pay and allowances in a manner similar to that set forth in the Missing Persons Act.

(d) Your participation in the Refirement and Disability System of this Organization is preserved by write of your transfer without a break in service from a position of employment wherein qualification for such status was achieved. Contributions into the Refirement and Disability Fund will be deducted from the basic compensation due you hereunder.

(d) You are herein authorized continued coverage under the Federal Employees' Health Denefits Act. This organization is presently authorized to bear a portion of the premium cost, you will bear the remainder. Your financial contribution will be effected either by payroll deduction or by direct remittance at periodic intervals to be established by this organization.

(f) You are herein authorized continued coverage under the Federal Employees' Group Life Insurance Act unless you have previously executed a written waiver of said coverage. This organization is presently authorized to bear a portion of the premium cost, you will bear the remainder. Your financial contribution will be effected either by payroll deduction or by direct remittance at periodic intervals to be established by this organization.

(g) (1) This organization is authorized to may the cost of necessary hospitalization and related travel expenses for illness or injury incurred by a United States citizen full-time Contract Employee in the line of duty while abroad.

(2) This organization may pay certain necessary costs of hospitalization and related travel expenses for illness or injury incurred by the dependents of a United States citizen full-time Contract Employee permanently assigned abroad, while they are located abroad.

It is understood and agreed that the eligibility and extent of the participation by you and your dependents in the above medical programs will be in conformance with the rules, regulations, and policies of this organization in effect at the time an illness or injury is incurred, that all claims will be submitted only to this organization and that adjudication of such claims by this organization shall be final and conclusive.

(h) You will be entitled to claim reimbursement for loss of personal property pursuant to applicable Government regulations.

11. Offset. Emoluments (including benefits in kind) received from or through your cover activities are the property of the U. S. Government. Procedurally, such emoluments will be offset against amounts due you under this agreement and are acknowledged to be payment by the Government hereunder and for federal income tax purposes. If cover emoluments exceed those due you under this contract, you will dispose of the excess amount in conformance with governmental instructions. 12. Execution of Documents. If, in the performance of services under this contract, you assume the custody of Government funds or take title of record to property of any inture whatsoover and wherever situate, which property has in act been purchased with monies of the U.S. Government, you hereby recognize and acknowledge the existance of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by the Government to evidence this relationship.

13. Socrecy. (a) You will be required to keep forever secret this contract and all classified information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the espionage laws of the United States and other applicable laws and regulations.

(b) In the event you marry or remarry during the term of this contract, you agree to advise this organization at least one hundred twenty (120) days in advance of such contemplated marriage, or otherwise as soon as known, and to furnish such personal history data on your prospective spouse as may be required by this organization. You understand and agree that should this organization determine that your marriage would limit or otherwise impair your usefulness to the Covernment, this contract may be terminated.

14. Instructions. Instructions received by you from the Government in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

15. Reassignments. During your partod of service under this agreement, it may be necessary for this organization to terminate an assignment for easons beyond your control. In such event, you will be given every consideration for other assignments appropriate to Career Agents.

16. Unauthorized Commitments. No promises or commitments partaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government. Specifically, you herein acknowledge that this organization makes no commitment, either express or implied, that appointed employment status will be offered you at the conclusion of or during your period of contractual service.

(a) Upon ninety (90) days' actual notice by either party hereto,

(b) Upon actual notice to you in the event the results of an initially required medical examination are determined by this organization to be unsatisfactory, or

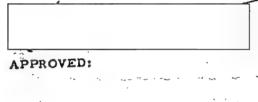
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BY

ACCEPTED:

Casasin Thomas B.

WINNESS:



UNITED STATES GOVERNMENT

Contracting Officer

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AMENDMENT TO

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SUPPLEMENT TO STAFF AGENT PERSONNEL ACTION FOR THOMAS B. CASASIN

Mr. Thomas B. Casasin

Dear Mr. Casasin:

Reference is made to your Staff Agent Supplement, effective 5 August 1962.

Effective 27 September 1965, all reference to income is deleted from that supplement and the following provision is substituted:

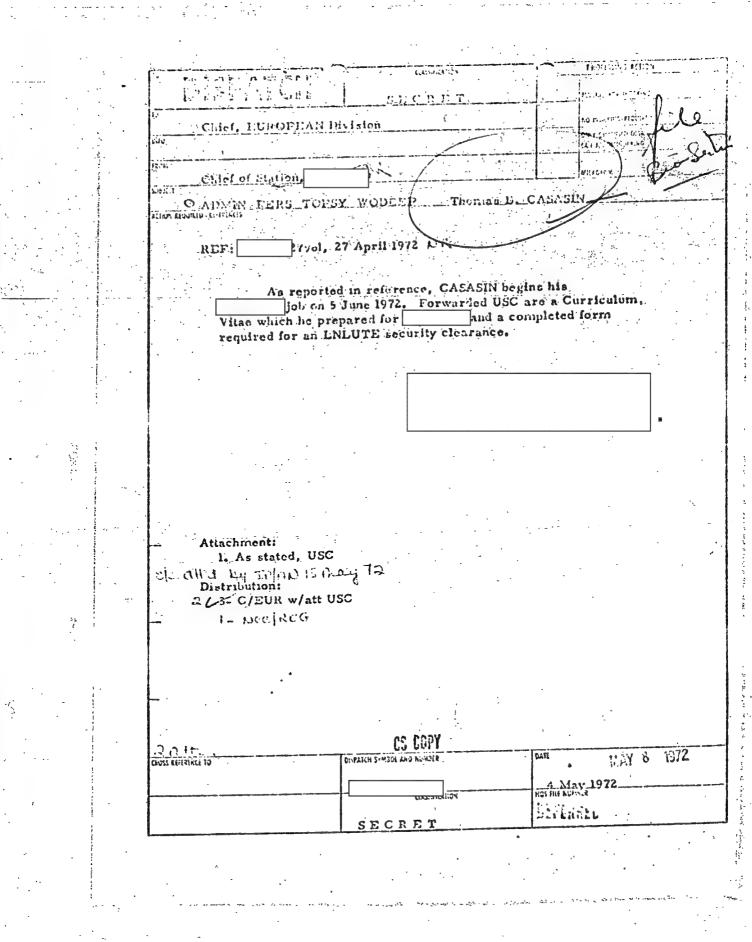
Taxes. As an appointed employee of the Government you must satisfy your Federal income tax liability on taxable income paid to you. Such income may be paid you by or through a cover facility. Because of cover, operational, and security considerations the Tax Committee of this organization is authorized to make certain determinations and establish procedures which will result in the full satisfaction of your Federal income tax liability on income directly received as a result of your Federal employment. Such determinations and procedures constitute an integral part of your Staff Agent administration.

UNITED STATES GOVERNMENT

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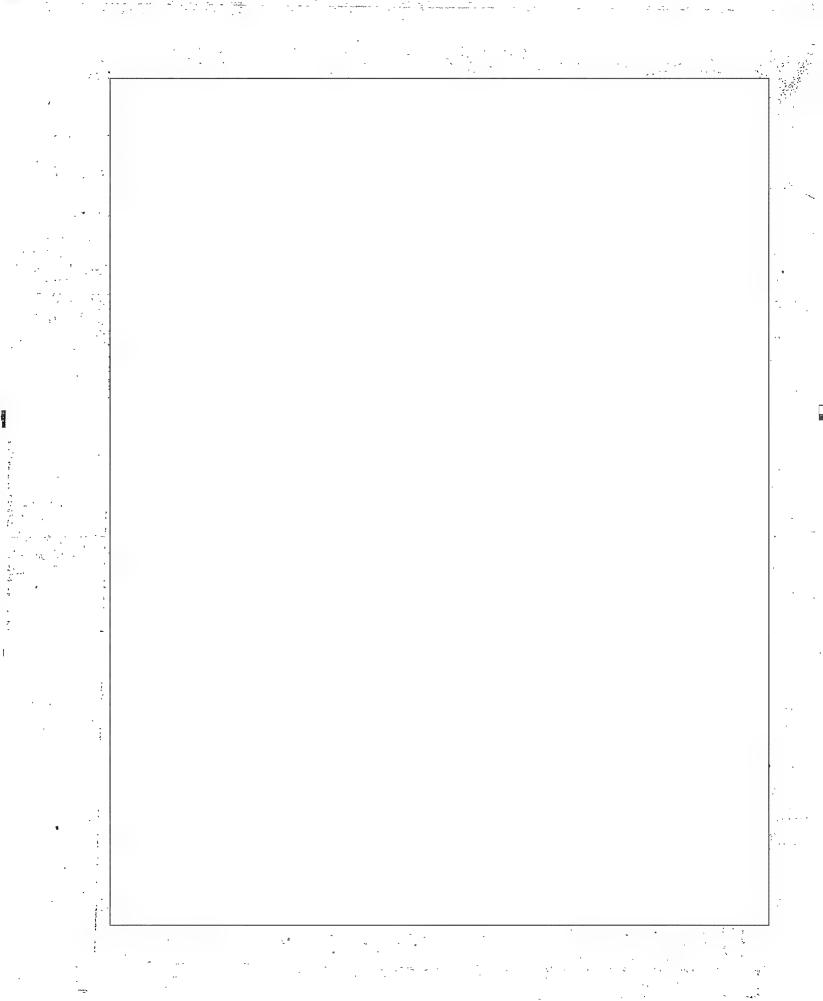
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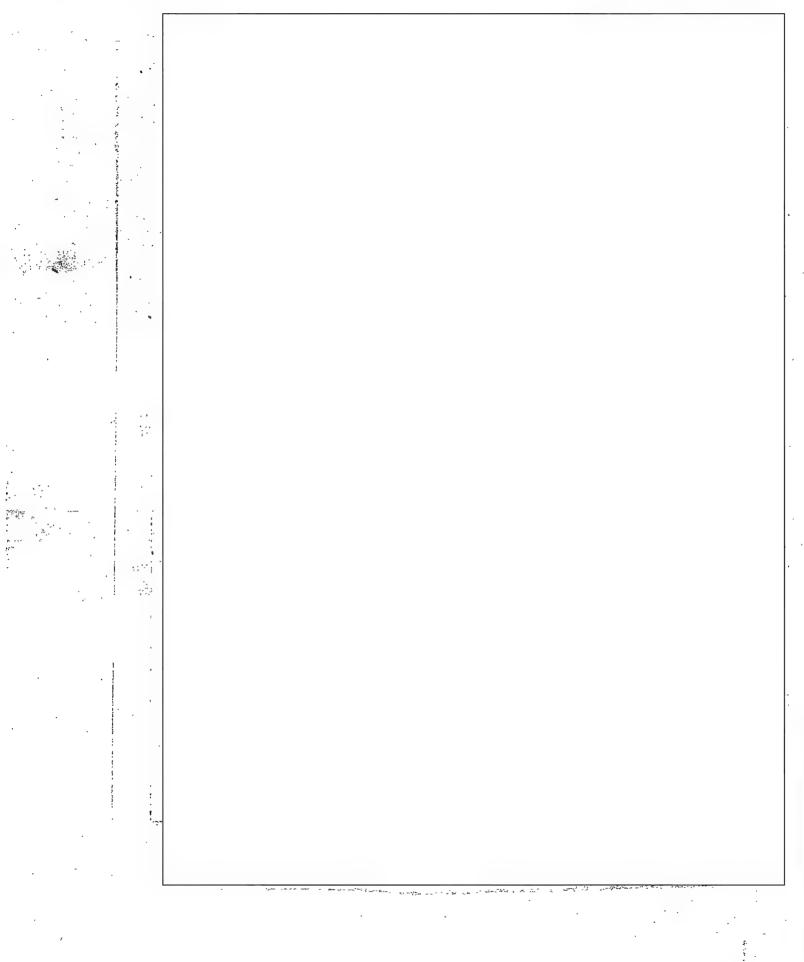
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CTION B		PERFORMANC	E EVALUATION	110.00	AT SHETCU	47/A
-Uniatulactory	Pérformance is unacceptable.	A rating in this category	r requires immediate and	positive rémé	lial action. The nat	wre of the oction.
	could range from counseling. or proposed in Section C.	to further training, 'to pl	ocing on probation, to rec	mugnment or f	o separation. Desc	ribe action taken
A-Marginal	Performance is deficient in so taken av recommended should	me aspects. The reasons f	or assigning this rating sh	ould be-stated	I in Section C and	remedial actions
-Proficient	Performance is satisfactory. D		oduced in the monner exp	wèted.	•	
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-Outstanding	Performance is so exceptional work as to warrant special rec		is of the work and in cam,	arson to the :	performance of oth	ers doing similar
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Subject has had occasional difficulty switching from "professional" or intellectual subjects in his development of MHHARSH personalities or access prospects to more down-to-earth interests necessary --- con't-

SECTION D	CERTIFICATION AND CO	MMENTS
1. A Charles and the second	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A, B,	AND C OF THIS REPORT.
DATE	SIGNATURE OF EMPLOYEE	*
9 June 1971	/s/ Thomas B. CASASIN	·
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN T	O EMPLOYEE, GIVE EXPLANATION
18 months		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED ON PRINTED NAME AND SIGNATURE
	Handling Officer	
3.	BY REVIEWING OFFICIA	
16549 (8 April 19	ibmitted comments on Sub 71), to which we should	ect officer recently in add that Subject has, largely potentially highly useful

cover employment. However, this new employment will demand a very substantial amount of time and energy from Subject, and the unanswerable question at the moment relates to his availability for Organizational tasks. We shall need additional time and careful working with this officer to determine the answer, since the fiscal outlay from the Organization to support his continued stay in Paris is still quite

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FITNESS REPORT

Section C . (continued)

to the development of human relations. His forte is therefore more in the field of spotting and making operational contacts than in that of more than short-range operational development. Subject's operational situation makes it impossible for him to attempt recruitments. Thus, his very real achievements are not by essence of the spectacular variety.

Subject's reporting has been satisfactory and continue to be copicus. He could, however, further improve the selectivity of the leads provided the Station and make more of an effort to "digest" the information contained in his reports.

Although Subject has, at present, no supervisory function, he has repeatedly requested such a responsibility. He is careful with operational expenses and has exercised good security.

During the period under review, additional efforts have been made to make full use of Subject's potential and integrate him further in the work of the station component with which he works. He is a particularly valuable asset for the Station programs directed against the local MHHARSH and TPFAST targets.

Section D (continued)

substantial. In a word, is it worth it? We do not yet know. although our initial impressions are favorable.

On the fitness report itself, this rater would have preferred an "S" rating for specific duty number one; Subject may ultimately deserve an "O", but it does not seem warranted at the present time. Moreover, I believe the overall rating would more properly have been in the higher range of the "P" category, rather than "S", but it is of course a subjective judgment of the rating officer, who is more intimately and directly involved with Subject on a frequent basis.

In sum, the cover is superb, and only time will reveal to what extent the cover requirements permit a full measure on behalf of the Organization. We are following this aspect closely and will be commenting upon it subsequently as we gain experience and knowledge.

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Section D3 continued

from the Organization, his continued prosence at this Station definitely appears to be warranted for a sufficient period to reach more definite conclusions concerning the level of sustained performance over a somewhat longer period than that reflected by this report.

On balance, we are pleased that this officer has responded so well to greater case officer direction and that he has undertaken somewhat more aggressive efforts to expand his range of contacts in immediate proximity to the primary Station targets. This officer does bring many talents to bear on his operational activity: he has absolutely fluent a solid and exploitable cover, and a vast range of contacts in the local community. Nonetheless, it will require additional time to explore these contacts in depth, select those which appear to be operationally viable, and pursue them actively either to the point of recruitment by another officer or elimination from further development, for whatever reason.

In sum, in spite of the recognized and commendable improvement in this officer's performance during the period under review, the reviewer submits that the letter grade for specific duties 2 and 4 would more properly have been a "P", and that the overall rating, at this point, would more accurately be set at a level between "P" and "S", probably closer to the former than the latter.

This reviewing comment has been read by the officers who prepared the Fitness Report.

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FITNESS REPORT		EMPLOYEE SERIAL NUMBER	
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SECTION C

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Indicate stanilitant strangtha at weaknesses demonstrated in current position heading in proper perspective their reletionship to overall sectormance. State suggestions made tor improvement of work performance. Give recommendations for training. Commen on faction language competence, it required for current position. Amplity or station ratings given in Section 5 to provide best basis for determining future personnel action. <u>Manner of postatemence of managerial</u> or supervisory duties must be described. If opplicable.

During this reporting period subject had very maximally increased the tempo of his activities and contacts. Many agent prospects have been screened and contacts were established with people of interest to several elements of the Station. Subject is particularly thorough and outstanding on specific investigations where he utilized cover in a skillful and imaginative way. He has improved in terms of people development but in this respect he is still best with people in a professionally related context rather than a contrived social context. As mentioned in the previous report subject's cover assignment does not allow him to make redruitments. Subject has a high degree of cost consciousness and does not exercise any supervisory responsibilities.

SECTION D	CERTIFICATION AND CO	IMMENTS
1	BY EMPLOYEE	,
1	CERTIFY THAT I HAVE SEEN SECTIONS A. E	, AND C OF THIS REPORT
DATE	FIGHATURE OF EMPLOYER	
11 June 1969	/s/ Thomas B. CASASI	N
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IP THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
OATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
5 June 1969	Ops Officer	
3.	BY REVIEWING OFFICI	AL

COMMENTS OF REVIEWING OFFICIAL .

I do not concur in this rating. I would have given the employee STEDEG in the performance of his cover responsibilities, that is to say in the manner in which he has created and expanded his cover. I would have restricted myself to PROFICIENT, however, in assessing his exploitation of that cover for operational purposes. For a fuller treatment of thas staff agent's performance, suggest that reference be made to the submitted 26 May 1949, via OFPA-89925.

23 JUNE 1969	Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE
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A - Ada 14212	probation, to reassignment or to separation. I Performance meats all requirements. It is enti- excellence.		
P - Proficient	Parlamones is more than satisfactory. Desire	d results are being produced in a	proficient manner.
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The principal difficulty has been the time it has taken to relate the cover potential to the specific operational requirements of the Station. We have not received from CASASIN as . leads and assessment reports to persons of operational interest in the SAT field as we think he could have produced. It may be that the earlier listing of the project (viewed as a regional undertaking) contributed to this.

Recently we have noted significant improvement in that we have received responses to requests we have made for assessment and development of potential access agents within a cover context. We hope, therefore, that this last year of CASASIN's stay will be the most productive ever. It is unfortunate that the cover sust and because of the cover company's decisions over which we had no control. ADDENDLM, Form 45 (Fitness Report), for period March 67-March 68.

Section D

As the individual being rated, I would like to add some remarks to those prepared by the rating officer.

The assignment I have includes managerial responsibilities which (a) are essential to the continued existence and security of the cover mechanism as a vehicle for operational exploitation, and (b) are not necessarily visible to those "on the inside."

In the case of (a), I must engage in a constant orchestration of the cover and the facilities it offers. This means maintaining a managerial equilibrium to insure that cover work will not become, of itself, so demanding that it negates the cover's utility to the CS. In effect, the top officers and riddle managers of the cover corporation [who are not cleared and witting] have to be satisfied that their demands are met (or cannot be), or clse manipulated in order to neutralize or reject their demands. After all, the cover position is to them a legitimate, normal, workaday post in their firm. What work is done at their bidding, it follows, must be accomplished according to the high standards of thoroughness and accuracy which they have set.

In the case of (b) -- which derives from (a) -- and can prove to be so demanding that the needs of the CS could no longer be served, the incumbent is required to manage a span of human contacts at several levels in order to preserve his cover position and enhance its value to the CS. This means planning, directing and managing the work of multinational, multicultural teams of technical correspondents, as well as meetings and negotiations to improve the [cover firm's] relations with similarly widespread individuals at the levels of editor-in-chief, publisher, corporate vice-president, president, and chairman of the board. These levels are scattered not only through industry, but have their analogs as well in government, higher education, and professional societies.

Having previously managed both a CS base and the principal deniedareas operating component of a major field Station, I can report quite honestly that my present managerial responsibilities exceed the former -- despite the apparent lack of "supervisory responsibilities" in my present position.

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Inducate significant strengths or weeknesses demonstrated in current position heeping in proper perspective their relationship to overall pertamance. State suggestions made for improvement of work performance. Give recommendations for training, Common on training for the suggestion of the current position. Amplify or sublain relings given in Section B to provide best besis for determining future prisonnel action. <u>Manner of performance of managerial or supervisory divises must be described, if</u> <u>applicable</u>.

Subject continues to maintain a secure effective cover mechanism. In this reporting period the whole thrust and objectives of this cover facility have even changed from pursuit of targets designated by Bandquarters at international conferences to pursuit of the local Soviet presence. This has caused a major readjustment and Subject is now beginning to produce the type of locals that help the Station achieve its local operational objectives.

Bubject continues to about a well organised methodical approach to his cover and operational tasks.

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SECTION D	CERTIFICATION AND COM	MENTS	
1.	BY ENPLOYEE	ಸಾಕ್ಷಣ್ಣ ಸಂಪರ್ಧ ಹೊಸ್ಸಿ ಸ	
· · · · ·	CERTIFY THAT I HAVE SEEN SECTIONS A, B,		`
DATE:	SIGNATURE OF EMPLOYEE		
2.	BY SUPERVISOR	· · ·	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERAUSION	IF THIS REPORT HAS NOT BEEN SHOWN TO	EMPLOYEE, GIVE EXPLANATION	
DATE .	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATU	JAG
S August 1967	Con Clifter		
3	BY REVIEWING OFFICIAL		

COMMENTS OF REVIEWING OFFICIAL

SECTION C.

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I servit except as in written product of this exployee's afforts and know little of his work except as I as informed of it by his supervisor in the Station. I have the improvision, honover, that the exployee is responding to his supervisor's guidance and is not by any means simply driffting along paths indicated by his cover work, which can be a temptatica when an employee has, as is true in this case, rather limited contact with his colleagues the work rater afficial cover 60 the same targets. I thus concur in the evaluation on the basis of limited howledge.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
August 1967	Cos Officer	·
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• OFFICIAL POSITION TITLE	DDP/W	E	MENT & CURRENT STAT	1011-
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11. DATE REPORT DUE IN O.P.		11. 1964 -		a ta
SECTION B PER	REORMANCE EVALU		c ouns arey	
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probation, to reassignment or to s	eparation, Describe act	tion taken or prop	used in Section C.	
A + Adequate Porfermance meets all requirement excellences		•		iciency nor
P · <u>Proficient</u> Performance is more than satisfeet S · <u>Strong</u> Performance is characterized by as		e being produced	In a proficient manner.	
O - Outstanding Performance is so exceptional in re- others doing similar work as to wa	elation to regulzements (comparisan to the port	lormance of
	SPECIFIC DUTIE			,
List up to six of the most important specific duties pe				
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used against the targets specified u			I assars to be	LETTER
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SPECIFIC DUTY NO. 4 Preparation or acquist operational information to increase I	ition of cover f	irm written	material as	RATING
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particular limitations or talents. Based on your knowledge and place the letter in the roting box corresponding to the s	wys or employee's ove litatement which most ac	curately reflects i	his level of parformance	0.
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SECTION C continued

Thorias R. CASASIN

approaches to operational problems and perschalities, and expends considerable effort in maintaining a level of epscialized knowledge sufficient to backstop his cover and to ensure the maximum exploitation of his contacts with target organizations and individuals. His command of spoken, written, and technical is excellent.

From the point of view of supervision, this employee in his present position reguines guidance only insofar as to identify specific targets and for him to protect himself in situations where he does not have, by virtue of his not having access to official files, specialized information. Otherwise, he requires no supervision other than the periodic provision of policy and operational directives.

This employee has always been conscious and punctillious in his preparation of operational and administrative reports, including financial accountings, and his reporting in general, despite the burdens imposed by the necessity for minimizing the risks inherent in the lack of access to classified storage, leaves nothing to be desired.

Other than the funds for operational activities, this employee currently has no responsibility for the programming and use of personnel, space, equipment, and funds,

with was, not to dedication to his job, this employee has practically speaking single-handedly built his present cover/operational position despite a number of negative factors inherent to his situation such as relative isolation, meager opportunity for contact with his professional group, and expensive area of assignment, and an exposed cover situation where the necessity for living cover is compounded by the necessity of avoiding mistakes which might jeopardize cover. His dedication to and enthusiaem for accepting the challenge of this assignment, and his willingness to continue on in it, deserve particular mention, particularly since he would perhaps justifiably feel that his present assignment may leave him outside the mainstream of competitive organization progression.

This employee's health and family situations leave nothing to be desired, as his proven mobility in the execution of operational assignments attests.

It should further be noted that with respect to the problem endemic to deep-cover assignments of allocation of time between cover work and operational activity, this employee comes very close to the happy norm of making cover work complement operational work, and making operational work contribute where possible to the enhancement of cover.

While this employee's assignment to date has essentially been a one-man show, it is recommended that serious consideration be given to expanding the operational complex which he has created in order to capitalize on his experience, the work he has put in to date, and his own management capabilities.

"(Section B) - No special recognition of Subject's "<u>Outstanding</u>" overall performance is being requested at this time.

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SECTION C Indicate eignificant strengths ar weaknesses demonstrated in current pasition keeping in proper perspective their relationship to prevall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify a suplain ratings given in Section B to provide best basis for determining future personnel ection. <u>Monner of performance of managerial or supervisory duries must be described. If</u> <u>applicable</u>.

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SECRET

This employee combines the relatively rare combination of a senior and broadly experienced intelligence officer under working cover providing both long-term status in his country of residence (and in Europe in general) and access for a variety of operational functions; including spotting, assessing, contact with Soviet bloa nationals of apecific interest; investigative mossings; appaarent in depth of ostensibly cover-company nired persons, and attendance at a broad range of national and international specificative mossings; appaarent in depth of ostensibly cover-company nired persons, and attendance at a broad range of national and international specificative mossings. Development of the capability operationally to exploit his cover has been the achievement of the employee himself. In so doing he has at the same time achieved genuine acceptance by his cover company associates (most of whom are unwitting) and his colleagues in his cover profession and related professions.

In undertaking operational tasks this employee has consistently shown hittative imagination, security conscioushous, and application of both operational and substantive background to the problem at hand. He has put a conscious effort into improving his already excellent command of the language, and his grasp of a variety of specialized scientific and technical fields has been achieved basically as a result of his own efforts.

His management of operational reporting, finances, and the administrative problems connected with his cover status has been exceptary.

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SECTION D	CERTIFICATION AND CO	MMENTS apocific Seviet targets o
1	BY EMPLOYEE	Europe-wide hasis.
	CERTIFY THAT I HAVE SEEN SECTIONS A, E	3, AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
25 May 196h	/a/ Thomas B. CASASIN	· · · · · · · · · · · · · · · · · · ·
2.	BY SUPERVISOR	•
MONTHS EMPLOYEE HAS BEEN UNDER MY TUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
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	2) Jan 1 24 (GRAT (BL (15 Move)) Derations URT 200 1 USATS	
	6. OTHER DUTY STATIONS OR FIELD BASES D OT TOUR 70. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCB	
	8. WRITE & DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (ass apocial note on Transmittal Porm)	1, • .
	cover provided by a major firm of tochnical periodical publishers. I take my instructions from a section chief within the station, and report in uniting on the programs of my cover development and its operational exploitation.	
	For eperational reasons, I develop and assess operational leads in the FI, CI and CA areas, principally against denied area targets. I also handle local investigations and such cases as the station determines will fit into my cover, or which I can otherwise handle in alias. I travel to other field stations to handle such tasks as they request or Hq directs. I hundle all cover tasks as they appear.	
	THAT INDICATED IN ITEM NO. 8, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.	
	I would like to continue to serve essentially in the same scapacity as described above, although I would like eventually to add more super- visory and managerial functions to my responsibilities. I would like to expand the operating base provided by the cover organization by taking one several journey on case officers to work with me against both denied area and heat country targets, and to take the cover facility and the access it provides of more versatile use to both the station and to KUDOVE as a whole.	
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• •	D. PREFERENCE FOR INE ST. 4551630 ST (continued)
	C. INDICATE YOUR PRESERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1. 8 AND 3 (for jar, and and ard choice in the boxes below:
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	114. INDICATE ANY CHANGE IN YOUR PERSONAL OR FAMILY SITUATION WHICH SHOULD BE CONSIDERED IN CETERMINING YOUR NEXT Assignment
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	TO BE COMPLETED BY SUPERVISOR AT FIELD STATION
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-	positive remedial action. The nature of the act probation, to reassignment or to separation.					placing
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-See attached sheet.

SECTION D	CERTIFICATION AND COM	AMENTS
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	CERTIFY THAT I HAVE SEEN SECTIONS A, B,	AND C OF THIS REPORT
DATE IE No. TOCO	SIGNATURE OF EMPLOYEE	
15 May 1963	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN T	
UNDER MY SUPERVISION		
63 months		
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SECTION C

NARRATIVE COPPENTS

The assignment of this employee to the field was designed to compensate for the loss of an employee in an official ever slot which was out from the Station's ODACID allotment of personnel positions.

During the reporting period this employee has accomplished with success the convincing establishment of his cover in a complex milieu, and has been accepted as legitimate by his professional colleagues, the percens whom he meets under cover, and the French authorities. It should be noted that his ability to assume his cover has been largely the result of his own efforts over a period of years to acquire and maintain a familiarity with the general accentific field.

During the reporting period he has developed a wide circle of contacts in the scientific and journalistic fields and applies a long background in a variety of assignments in KUDOVE to the determination and assessment of operational potential among these contacts. At the same time his cover organization, in which only four persons are witting of his actual status, has shown itself to be more than satisfied with his performance of his cover duties.

This employee requires a minimum of detailed operational supervision; it is necessary in specific cases only to indicate the operational or informational objectives.

From the point of view of administrative support, his attention to detail and meticulousness reduce the problems of his support by the Station to a minimum.

This employee uses the French language continuously, and his facility is such as to permit him to handle himself excellently in a broad range of complex technical subjects. He has in addition undertaken specialized language training to develop this capability further. His operational reporting is excellent both with regard to clarity and pertinence.

In the immediate future he will be assigned case work, for the most part in fields where it will complement, and be complemented by, his independent operational activities and cover work.

Memorandum in Lieu of Fitness Report Subject: Ciliacen

My last statements concerning the performance of remainder of his service as Chief of SR/6. He departed headquarters for a field assignment 31 July 1962.

> Chief of Operations and Plans SR Division

6 August 1962

CONCUR: Chief, SR Division

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	FITNESS RÉPORT (Part I) PERFORMANCZ
	INSTRUCTIONS FUX BD APPINISTRATIVE OFFICER Consult current instructions for completing this report.
	FIGE THE-SHEENERST. This report is designed to help you supress, your eveluation of your subordinate and to transmit this evaluation to your supervisor and sentor officials. Organization policy requires that you inform the subordin nate where he stands with you. Completion of the report con help you prepare for a discussion with him of his intremethe and washesses. It is size organization policy that you show hart for this report to the suppose surplus under committions specified in Regulation 20-370. It is a commended that you read the entire form before completing any question. If this is the initial report on the simply e. It must be completed and forwarded to the Office of Personnel no bater than 30 divis after, the due indicated in item 8. of Section A. below.
	SECTION A.
	T. NAWE (LASS) (Middle) -12 DATE OF BIRTH - 3. SER. 4. SERVICE DESIGNATION
	5. OFFICE OFFICIAL POSITION TITLE FEg
1	7. CRADE B. DATE REPORT DUE IN OP . PERIOD COVERED BY THIS REPORT (Enclusive deles)
	06-14 1 October 1957 - 9 April 1958
	10. TYPE OF BEPORY (initial) REASSIGNATION BUTTERING (Specify) Promotion Processing Promotion
	SECTION 8. CERTIFICATION
2	I. JON THE RATER: THIS REPORT L HAS AND BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EAPLAIN WHY NOT
	A. CHECK (X) APPROPRIATE STATEMENTS:
	28 THIS REPORT REPLECTS MY OWN GPINIONS OF THIS INDI- IS INDIVIDUAL IS RATED "1" IN CI ON D, A BARNING (87- ICA DAS SENT TO HIM &A COPY ATTACHED TO THIS REPORT.
	THIS REPORT BEVENEYS THE COMBINED OPINIONS OF MYSELF I CAUNDY CERTIFY TRAIT THE MATED INDIVIDUAL ANOUS HOS" AND PREVIOUS SUPERVISER.
	I MAVE DISCUSSES VITH THIS EMPLOYEE HIS STAERGTHS
· .	B. THIS DATE C. TYPED OF PRINTED NAME AND SIGNATURE OF SUPERVISOR D. SUPERVISOR'S OFFICIAL TITLE
•	-27 May 1958
	2. FOR THE REVISEING OFFICIAL. REGULE AND THE SUPERVISOR, OR ANY OTHER IN- FORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.
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····	THIS REPORT HAS PARENTED UNDER CRITERIA FURTHER AND AND THE CONSTRAINED HISTORICS STATEMENTS IN CREASE TO TAME FINAL AS HISTORICS AS ALLERICIDE AND DEMAIND, UN AS POOSIBLE HISTORICS AS ALLERICIDE AND DEMAIND, UN AS POOSIBLE
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	I certify that any substantial difference of opinion with the supervisor is reflected in the above section.
	A. THIS DATE D. TYPED OF PRINTED HAWE AND SIGNATURE OF REVIEWING C. OFFICIAL TITLE OF REVIEWING OFFICIAL OFFICIAL
	SECTION C. JOB PERFORMANCE EVALUATION
	1. RATING ON GENERAL PERFORMANCE OF DUTIES
	DIRECTIONS: Consider UNLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him UNLY with others doing similar work at a similar level of respon- sibility. Factors other than productivity will be taken into account later in Section D.
	 1 DOES NOT PERFORM DUTIES ADEQUATELY, HE IS INCOMPETENT. 5/6 2 BARELY ACEUATE IN PERFORMANCE: ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES. 3 BARELY ACEUATE IN PERFORMANCE: CALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES. 4 PERFORMS DUST OF HIS DUTIES ACCEPTABLY: OCCASIONALLY REVEALS SOME AREA OF BEARNESS. 4 PERFORMS DUTIES IN A COMPETENT. EFFECTIVE MANNER. 5 A FINE PERFORMANCE: CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. 9 PERFORMS HIS OUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.
	COMMENTS:
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	Tore No. 45 (Part I) or rows as AND as mich SECRET Performance (4)
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SECRET Pilled E. RATINGS ON PERFORMANCE OF SP IC DUTIES DIRECTIONS: IRRETIONS:
State in the spaces below up to aim of the more important SPECIFIC duties performed during this rating period. Place the most important first. To not include minor or unimportant duties.
Rete performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
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Subject is well suited for this business and the business for him. He should progress steadily to positions of great responsibility.

SECRET

SECTION N. FUTURE PLANS 1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Hormal refresher a/o preparatory training as required.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUNSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FITURE ASSIGNMENTS

No limiting factors or personal circumstances known to the rater

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SECRET E BATINGS ON PERFORMANCE OF SPE C. DUTIES IRNATIONS.
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c. For Supervising on each specific duty considering that a size of an important duties.
d. Compare in your minut, when possible, the individual being rated with others performing the same duty at a giventarily of responsibility.
d. Compare in your minut, when possible, the individual being rated with others performing the same duty at a giventarily of the same job title may be performing different duties. If so, rate them on different duties.
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 S. FOR some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a raise operator.
 Conducter Struct

 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEB INDIVIDUALS NOLDING SIMI-DESCRIPTIVE DUTY . PERFORMS THIS DUTY ACCEPTABLY LAR JOBS 7 - EXCELS ANYONE I RNOW IN THE PERFORMANCE OF RATING PERFORMS THIS DUTY IN A COMPETENT MANNER PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB NUVBER THIS DUTY RATING -----SPECIFIC DUTY NO. 4 RATING NUMBER NUMBER Deputy to Branch Chief Supervising 5 4 SPECIFIC BUTVING. 2 BATING SPECIFIC DUTY NO. 8 HATING NUMBER NUMBER Prepares correspondence and Conducts Foreign Liaison 6 6 reports PACIFIC DUTY NO. 'S BATING SPECIFIC BUTY NO. 6 RATING NUMBER NUMBER Proparos and manages projects Handles admin routine 4 the set of a set magnet when S. NAMPATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE DIRECTIVES: Stress strengths and weeknesses, particularly those which affect development on present job. Subject has really superb natural equipment for work in this Organisation in terms of mental capacity, psychological bent and affinity for the things He tops this off with industry and language and people he comes against. ability among other natural aptitudes. On the debit side and measured against the best, he is a bit shy of humor and personal understanding in some situations, qualities which mitigate more against acceptability than job competence. SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION DIRECTIONS: Take into account here everything you know about the individual...productivity...conduct in the job, pertiment personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level, DEFINITELY UNSUITABLE . HE SHOUL & BE SEPARATED OF DOUBTFUL SUITABILITY... BOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I AND NOM
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	18. N. 19 1	
enter es	polityce, 11	This report is a privileged communication to your supervisor, and to appropriate career man mofficials concerning the potential of the employee being rated. It is NOT to be shown to this recommended that you read the entire report before completing any justion. This report
hold mig	d romplete a	ly after the complayer has been under your sub-éreision prop. At LEAST 90° (SYS, "If Less then 90°. Ster, the 90 days has celevaed. " If this is the INITIAL BENAT on the employer, however, it MUS rided to the CE, no later than 30 days after the due date indicated in item 8 of Section "?" b
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nawer, is UITAIS.E S espres	YES, indice TRAINING, song your of	this question: ils this person the ability to be a supervisor? (2022) Yes in No If y te below your opinion or guess of the level of supervisory, ability this person will reach AF Indicate your opinion by placing the number of the descriptive rating below which comes closs pinion in the appropriate column. If your rating is based on observing his supervise, note y I" column. If based on opinion of his potential, note the rating in the "potential" column.
DESCAIP RATIN RUMBE	1 - 94 6 - 2 - 88	AVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION Llieve Individual Would be a weak supervisor in this kind of situation Llieve Individual Would be an average supervisor in this kind of situation Llieve Individual Would be a strong supervisor in this situation
CTUAL	POTENTIAL	DESCRIPTIVE SITUATION
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SECRET Filled to OF WONTHS THE -RATER EWFLORES HAS AFFR . # AOTS. POSTEAISION INCICATE THE APPROXIMATE NO Six 4. COMMENTS CONCERNING POTENTIAS Subject has a high all around potential. With respect to supervision, below, he tands to support subordinates from his own energy rather more than to bring them along the hard way, and a normal tendency to avoid the categorical. "no" - both teniencies easily correctable. SECTION N. FUTURE PLANS TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL Routine refresher training as appropriate. 2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUNSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS All normal. No limiting factors. SECTION 1. DESCRIPTION OF INDIVIDUAL DINECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the world literally. On the page below are a series of statements that apply in some degree to most people: To the left of each statement is a box under the heading "category." *Bend* each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report. A ... MAVE NOT OBSERVED THISI HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE APPLIES TO THE INDIVIDUAL TO THE SEAST POSSIBLE DESPE APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
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SECRET

StuitUM IV This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its assaing in relation to a particular job or assignment. The descriptive words are to be interpreted fifterally.

interpresed literative. On the left hand dide of the page below are a series of statements that apply in some degree to makt people. On the right hand aids of the page are four major categories of descriptions. The scale within each category is dis vided into three small blocks: this is to allow you to make fine clistinctions if you so desire. 'Look at the state ment on the left . then check the category on the right which best tells have much the statement applies to the prosom you are resting. Placing an "X" in the "Does Not Apply "column means in the you have the definite opinion is an individual, Placing an "X" in the "Does Not Apply "column means in the you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS		, .	· · ·	* . ** .a	. •		CA	TEGO	RIES	۰.		, [,]	-		
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B. PRACTICAL.	Ĩ	**			È	Ì.	Ē	İ.			\boxtimes			<u> </u>	<u> </u>
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2. CAN MAKE DECISIONS ON HIS OF THEN REED ADISES.	۰Ľ				ļ.			ŀ.					X		İ.
S. CAUTIOUS IN ACTION.	Ĺ		· ·		Ī	1		ŀ				\times			
4. HAS INITIATIVE.	Ē			<u> </u>	-								X		
S. UNENOFIONAL.													\times		
6. ANALYTIC IN HIS THINKING.	T														\ge
7. CONSTANTLY STRIVING FOR NEW RNOWLEDGE AND IDEAS.														\times	
. B. GETS ALONG WITH PEOPLE AT ALL Social Levels.													\ge		
. HAS SENSE OF HUMOR.								<u> </u>				\geq			
10. KNOWS BHEN TO SEEK ASSISTANCE	Ŀ												\ge		
11. CALW,								<u> </u>						≤ 1	
12. CAN GET ALONG WITH PEOPLE.	-											\leq			<u> </u>
13. WEWORY FOR FACTS.												=	\ge		
14. GETS THINGS DONE.	L				<u> </u>		÷							$\underline{\times}$	
13. KEEPS ORIENTED TOWARD LONG TERM GOALS.	Ŀ														凶
IS. CAN COPE WITH EMERGENCIES.												=	Ň		
17. MAS MIGH STANDARDS OF Accomplishment.	L													\leq	
18. HAS STAMINAL CAN REEP GOING A LONG TIME.	L											=	≤ 1		
19. HAS PIDE RANGE OF INFORMATION.	<u> </u>	<u> </u>		[\preceq	
CO. SHORS GRIGINALITY.												=2	\leq		
21. ACCEPTS RESPONSIBILITIES.										ļ_				\leq	
22. ADMITS HES ERNORS.				<u> </u>								=	≤ 1		
23. RESPONDS BELL TO SUPERVISION.									·					≤ 1	
24. EVEN DISPOSITION.											·	\rightarrow	\leq		_
25. ABLE TO OU HIS JOB BITHOUT													\square	$\leq \perp$	

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27. COMES UP BITH. SOLUTIONS TO PROBLEMS.		· ·	1	Ι		Ť.	İ		·	Ì.	12	5		T
28. STINULATING TO ASSOCIATES, A "SPARE PLUG",					Ĺ.			1	· · ·	Į. ,	1	\geq	1	Ì.
25. TOUGH MINDED.	·			Ĺ			Ĭ	T		Ľ.		\times	T	
30. OBSERVANT.	· · · · · ·			Ĩ.	<u> </u>		1	^	÷		Ì.	X	Í	Í.
SI. CAPABLE.					Ē	L.		1.			[1	\mathbb{K}	1
32. CLEAR THINKING.			Ŀ	Ĺ	<u>.</u>	<u> </u>	1	Ì	<u></u>		ŀ	ŀ		\boxtimes
33. COMPLEYES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.		Į					<u> </u>]		<u> </u>		X		
36. EVALUATES BELF REALISTICALLY.	*	<u> </u>				<u> </u>					L.	\mathbb{X}		
33. WELL INFORMED ABOUT CURRENT								ļ.,					\ge	
36. DELIBERATE.							<u> </u>		, i				\ge	
37. EFFECTIVE IN DISCUSSIONS WITH ASBOCIATES.	·							·		-		\ge		
38. IMPLEMENTS DECISIONS REGARD. LESS OF DWN FEELINGS.									[\ge	•		
38. THOUGHTFUL OF OTHERS.													$\underline{\triangleleft}$	
40. WORKS PELL UNDER PRESSURE.									[\ge		
47 DISPLAYS JUDGEMENT.				<u> </u>			·							\leq
42. GIVES CREDIT WHERE CREDIT IS DUE.			Ŀ										\leq	
43. HAS DRIVE.					=							XI		_
44. IS SECURITY CONSCIOUS.		<u>.</u>								<u> </u>		\leq	$ \rightarrow $	
45. VERSATILE.			<u> </u>					_	_				X	
48. NIS CRITICISM IS CONSTRUCTIVE.			L	l	=		l		[L	=	<u> </u>	\leq	=
47. ABLE TO INFLUENCE OTHERS. 48. FACILITATES SMOOTH OPERATION			[=			_	_		$ \ge $	-	<u> </u>	\exists
48. PACILITATES SMOOTH OPERATION OF HIS OFFICE. 49. DOES NOT REQUIRE STRONG AND							<u> </u>				=	스.		=
CONTINUOUS SUPERVISION.			<u> </u>		=			$= \downarrow$	<u> </u>		=		4	=
BO. A GOOD SUPERVISOR.	l	1	SECTI				1							ᅴ
A. WHAT ARE HIS OUTSTANDING STRENGT	N d a		95611	VA Y				·						
A. WIAL ARE HIS OUTSTANDING STRENGT	N 21													ł

Capable operations officer with broad understanding of Soviet problems.

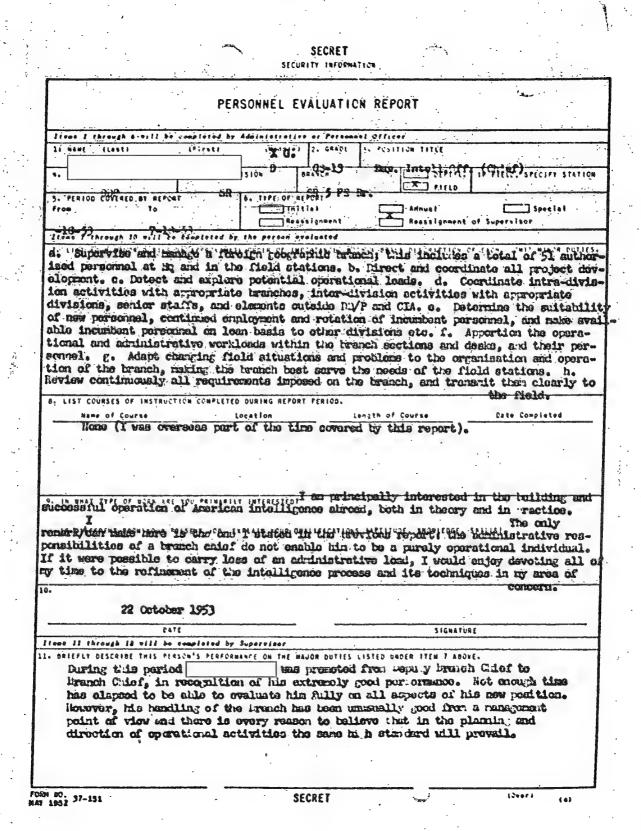
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INDICATE IF YOU THINK THAT & NOLE STRENGTH OR BEA	INNESS OUTHEIGHS ALL
DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVIEIONT	0 00 TT TES. 17 YES. SHY?
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THAT TRAINING DO YOU RECOMMEND FOR THIS INDEVIDUAL?	
· · · · · · · · · · · · · · · · · · ·	c habits or characteristics not covered elsewhere in the
report but which have a bearing on effective utilizet.	
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	ION VI
Read all descriptions before rating. Place "X" i DIRECTIONS: Consider only the skill with which the	n the next appropriate box under subsections A.B.C.4D
DIRECTIONS: Consider only the abili with which the person has performed the duties of his job and rate him accordingly.	C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the organization.
1. DOES NOT PERFORM DUTIES ADÉQUATELY: NE 15 Incompetent.	WAS AN ANTAGONISTIC ATTITUDE TOWARD THE ORGAN- IZATIONWILL DEFINITELY LEAVE THE ORGANIZATION
2. BARELY ADEQUATE IN PERFORMANCES ALTHOUGH NE MAS HAD SPECIFIC GUIDANCE OR TRAINING, ME	AT THE FIRST OPPORTUNITY. 2. MAS STRONG REGATIVE ATTITUDE TOWARD ORGANIZA-
OFTEN FAILS TO CARRY OUT RESPONSIBILITIES Competently.	TION INKED BY RESTRICTIONS REGARDS ORGAN- IZATION AS A TEMPORARY STOP UNTIL HE CAN GET
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY: OCCA- BIONALLY REVEALS SOME AREA OF VEALNESS.	SOMETHING BETTER. 9. TENDS TO WAVE AN UNFAVORABLE ATTITUDE TOWARD
4. PERFORMS DUTIES IN A TYPICALLY COMPETENT.	THE ORGANIZATION BOTHERED BY MINOR FRUSTRA-
EFFECTIVE MANNER. B. A FINE PERFORMANCE, CARRIES OUT MANY OF HIS	TIONS: WILL OUT IF THESE CONTINUE. 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIF-
RESPONSIBILITIES EXCEPTIONALLY BELL.	FERENT NAS "WAIT AND SEE" ATTITUDE POULO LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
MANNER THAT HE IS EQUALLED BY FEE OTHER FER-	S. TENDS TO MAVE FAVORABLE ATTITUDE TOWARD ORGANI-
SONS RNOWN TO THE RATER. This individual better qualified for work in some	IMPOSED BY WORKING FOR ORGANIZATION THINKS
ER AREAT (2000 NO TYES. EF YES. WHATT	IN TERMS OF A CAREER IN THE ORGANIZATION.
and the second sec	ORGANIZATION. BARRING AN UNEXPECTED DUTSIDE - OPPORTUNITY, WILL PROBABLY ENDEAVOR TO WAKE A
	CAREER IN THE ORGANIZATION. 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGAN-
	12ATION. BILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN. THE ORGANIZATION.
DIRECTIONS: Considering others of this person's grade	D. DIRECTIONS: Consider everything you know about this
and type of excidement, how would you rate him on	person is making your rating., skill in job duties,
otentiality for assumption of greater responsibili- les normally indicated by promotion.	conduct on the job, personal cherecteristics or habits, and special defects or talents,
] 1. HAS REACHED THE HEGHEST GRADE LEVEL AT WHICH	1. DEFINITELY UNSUITABLE . HE SHOULD BE BEPARATED.
SATISFACTORY PERFORMANCE CAN BE EXPECTED.	
PRESENT GRADE BEFORE PROMOTION TO A HIGHER	CEPTED MEN IF & HAD KNOWN WHAT & KNOW NOW.
GRADE CAN BE RECONNENDED.	AVERAGE OUT OT THE AD BEAKNESSES SUFFICIENTLY
NEXT NICHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.	OUTSTANDING TO WARRANT HIS SEPARATION.
A. WILL PROBABLY ADJUST QUICKLY TO THE MORE .	BELETY AS WOST OF THE PEOPLE IL KNOW IN THE
BESPONSIBLE OUTIFS OF THE NERT HIGHER GRADE. S. IS ALREADY PERFORMING AT THE LEVEL OF THE NERT	B. A FINE EMPLOYEE - HAS SOME OUTSTANDING
HIGHEN GRADE'.	STRENSTHS.
THO SHOULD BE CONSIDERED FOR RAPID ADVANCE.	REQUIREMENTS OF THE ORGANIZATION.
WENT.	NOC 7. ERCELLED BY ONLY A PEN IN SUITABILITY FOR SORK
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b. Develop and man	age opsistional progra	an of this human	Insuring []	continuity of
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(In addition to the CE course (advanced	duties indicated in i phase) approximately	7 above, I also g y every air weeks	dve a 3-hour)	locture at the
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IC. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB WOST POTICEABLE GOOD	OR OUTSTANDING?
This officer has been outstanding as a staff officer. He his balancing of jurisdictional equities. This ability refle- bourner, and should not be construed so as to limit his future	ts a broad competence.
S CH WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF INF.	BOVENENT?
This officer's devotion to his duties and professional cont him toward inflexible declarations of position. This fault, a considerable potential, will be corrected by increased response	ictions schotimes inclines
COMMENT ON THIS PERSON'S ABILITY TO MANDLE GREATER RESPONSIBILITIES NOW OR IN THE This officer is prepared for promotion and for increased re	spensibilities in commend
or staff dutios.	
. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? IRecommend	appropriate reassignment, if
is presently well placed. See below.	,
. WHAT TRAINING OR ROTATION DO YOU RECOMMEND POR THIS PERSON?	
Tradecraft training and a field assignment. Both are plann	ed in the next six months.
X.	
: 1º PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COP ; PERSON OF UNSATISFACTORY PERFORMANCE.	V OF MENORANOUN HOTIFVING THIS
THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. AD COMMENT ON ITEMS J, 8 AND 9, ARE SHORN BELOR UNDER ITEM 20.	DITIONAL COMMENTS INCLUDING
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SECRET SECURITY INFORMATIO WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST BOTICEADLT GOOD OR DUTSTANDING No is a rooil organizor and a gooi londer. No is notheritant and therough in his planning and approvidion of substantive activities, willo at the same time he mintains close and supervisitic relations with his subordinates. His knowledge of thes and of their personalities and problems is outstanding. On what aspect of Platonnance should this grass concestante (Front FOR SELF INFROMEMENT) He should continue to devilop his knowledge of operations and operational procedures 14. COMMENT ON THIS PERSON'S ABILITY TO MANDLE GREATER RESPONSIBILITIES NOW ON IN THE PUTURE. He is well equipped to advance through increasing levels of responsibility. 13. ARE THERE DINER DUTIES WHICH BEITER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, 1 possible. 1 Voll placed at present. 16. WHAT TRAINING OR ROTATION DO FOU RECOMMEND FOR THIS PERSONT "enignment to a field position in the not-too-distant future. 17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANUUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE. 18. THIS PERSONNEL EVALUATION REPORT MAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20. 26 October 1953 DATE THE ABOVE REPORT. (Comments, if any, are shown i 19. 953 Tre DATE 20. CONMENTS: LIF necessary, may be continued on reverse side of cover.sheet.? SECRET

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Reassignment of Supervisor Itemi's through 10 will be coordered by the person evaluated '. This your march offiles in arrangement of the Branch and its oversees stations is sent, I act as Branch Chief in management of the Branch and its oversees stations is tion for approval of all basic plans, programs, and projects. This involves thorous oussion with each of seven (7) dosk chiefs of the purposes and projectures for aceo ing any single mission under any given project, including target analysis (whother PP), proparation of intelligence annoxes, logistic and fiscal requirements, specif sennel needs, etc. An responsible for working directly with the Division's Intelli- Branch for control of requirements, ops intelligence, and reports. An responsible maintaining liaison with appropriate staffs and other Divisions who must coordinat. actions on TDY. Supervise preparation of all periodic reports; interview candidate stations of INSTRUCTION COMPLETED DURING REPORT FERIOD. Name of Course Location Location for the staffs and the section of stational Politics, Graduate School 4 months: 3 hours' 5 June 1952 102	at pro propara gh dis- mplish- FI or is por-
Assist the Branch Chief in management of the Branch and its overseas stations is sent, I act as Branch Chief about 25%-30% of the year. Supervise the planning and tion for approval of all basic plans, programs, and projects. This involves thorous cussion with each of seven (7) dosk chiefs of the purposes and projectures for acco- ing any single rission under any given project, including target analyzis (whether PP), proparation of intalligence annoxes, logistic and fiscal requirements, specif sennel needs, etc. An responsible for working directly with the Division's Intall Branch for control of requirements, ops intelligence, and reports. An responsible maintaining liaisen with appropriate staffs and other Divisions who must coordinat actions on TDY. Supervise preparation of all periodic reports; interview candidate stations on TDY. Supervise preparation of all periodic reports; interview candidate to for control correction complete staffs and ther Division s planning at o stations of TDY. Supervise preparation of all periodic reports; interview candidate total for course is control construction complete Staffs and the formation of S June 1952 log for the staffs and the staffs of formation of all periodic reports; interview candidate to constant of course is constant states are provided by the staffs of formation of the staffs of formation of the staffs of formation of the staffs of formation of the staffs of formation of the staffs of formation of the staffs of formation of the staffs of formation of the staffs of the staffs of formation of the staffs of formation of the staffs of the staffs of formation of the staffs of the staffs of formation of the staffs of the staffs of formation of the staffs of formation of the staffs of the staffs of formation of the staffs of the staffs of formation of the staffs of the staffs of the staffs of formation of the staffs of the staffs of formation of the staffs of the staffs of the staffs of the staffs of the staffs of the staffs of the staffs of the staffs of the staffs	at pro propara gh dis- mplish- FI or is por-
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and pp, Activities, and one poly of the and control traines therefore, should be should be anot a self on the self of the self	eputy ed t my ranch ler. squire f the
past year. has acted as Branch Chief. The review of Branch operation direction, during the writer's absence, inlicated his complete complete complete in supervising Branch activities. His supervision of the planning and proparation is proval of basic plans and projects of the seven (7) desk chiefs has been superior. also participated in the planning and dispatch of a difficult operation is sion, acting in the capacity of Senior Case Officer. On this mission his lisison with ecoperation between that S ice and this Agency. COM MO. 37-151 SECRET	

SECRET SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PENSON'S PERFORMANLE ON PRESENT U	
	standing with respect to his thorough know-
ledge of every activity of the Branch. He was	
activities at any time. He also kept himself t	
planning in order to give timely instruction an	id guidance to the Branch overseas stations.
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRE	ATE EFFORT, FOR SELF IMPROVIMENTY.
has a very thorough background 1	n two (2) languages.
would benefit substantially by loarning the Rus	sian languago. Ho is noticulous with res-
poet to his attention to details, sometimes to-	the mint of ennealing the hmeder mature
from his view. It would be well for	to direct his attention to the broad
scope of Branch activities rather than to conce	
14. COMMENT ON THIS PERSON'S ABILITY TO MANDLE GREATER RESPONS	IBILITIES NON OR IN THE FUTURE.
18 IULLY qualified to assume the	dutios of the chief SF. Division representa-
tive at a field station. In order to assume th	18 responsibility in the most silicient
	erve a minimum period of time of approximate
ly six (6) months as the assistant to the prese	nt chief of the field station.
15: ARE THERE OTHER DUTIES BHICH BETTER SUIT THIS PERSON'S QUA	LIFICATIONS? iRecommend appropriate reassignment, if
possible. F	
ould serve effectively in a stat	ff function for either Fl or PP activities.
This does not mean, however, that his present du	ties are not better suited to his qualifi-
cations.	•
6. WHAT TRAINING ON ROTATION DO YOU RECOMMEND FOR THIS PERSON	
	ovorseas assignment in the Par Bast during
the past year. He has area knowledge and comman	
in previously with	His duties at Heudquarters nave been so
pressing that his departure for overseas assignment	eur 18 berug gerayed nucht an egednare
replacement my be trained.	,
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17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY	, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS
PERSON OF UNSATISFACTORY PERFORMANCE.	
.Q. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH TH	E PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING
COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.	
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4. I HAVE REVIEWED THE ABOVE PEPORT. (Comments, If any, are s	
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					20 April	1300
	4	MEMORANDUM I	FOR: Thomas B.	CASASIN (S'A)		
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· · · · ·			Rétiremen	of Designation as a tand Disability Syste	m	Beersonees
	5 5	REFERENCE	Book Dispat	ch 5096, dated 12 Au	gust 1965	•
		· · ·		15 1-		
		Recent corresp	ondence on the sh	ove subject informed	you that I had deta	rmined that you
		met the criteria sp	ecified in the appli	cable regulation for ity System. On the l	designation as a pa	rticipant in the
	#	Organization Retire	ement and Disabili	ity System. On the l In the System, your d	basis of this determi	nation and your
•	+ ´ `	effective 10 April	1966.	m me system, your a	· · · · ·	cibour and mana
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28 February 1966

MEMORANDUM FOR:

Thomas B. CASABIN Chief of Station,

THROUGH SUBJECT

: Designation as a Participant in the Organization Retirement and Disability System

REFERENCE

Book Dispatch 5098 dated 12 August 1965

1. Based on a review of your record and the recommendations of the Head of your Career Service and of the Organization Retirement Board, I have determined that you meet the criteria. for designation as a participant in the Organization Retirement and Disability System.

2. The regulation governing this retirement system provides that "Any participant who has completed fifteen years of service with the Organization and whose career at that time is adjudged by the Director of Personnel to be qualifying for the system may elect to remain a participant in the system for the duration of his employment by the Organization and such election shall not be subject to review or approval by the Director." Since you have already completed fifteen years of service with the Organization, your right to this election vests upon your designation as a participant and must be exercised immediately.

3. If you should elect not to remain a participant in the system, you will be continued under the Civil Service Retirement System. Once your election has been made, you do not have the privilege of changing it at some later date.

4. It is requested that you indicate your election by checking in the appropriate box and signing below. The original of this memorandum should be returned to Headquarters as soon as possible.

Exercise of option of participant with fifteen years of service:

I elect to remain in the Organization Retirement and Disability System for the duration of my employment by the Organization.

I elect NOT to remain a participant in the Organization Retirement and Disability System for the duration of my employment by the Organization.

Signature

Date

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	12. READING (24)	WRITING WRITING	9. GAAD	TEST 1 PRONUNCIATION PRONUNCIATION TYPE OF AN READING (R) SI	WARD	SPEALING (37)	UNDERSTANDING (38)
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+] NA			WWY E.	COMPREHENSIVE (C) DIRECTED .			D , DI CR VOLUNTARY (V)
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Acard alsoprove	ed by CS Boas	rd		SIGNATURE		•	DATE
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REMARKS				OBLIGATION RE	F. NO.	QU	NGE ALLOIMENT NO.
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	TRAINING REPORT	· · · · · · · · · · · · · · · · · · ·
Basio Resding, Sp	saking, Writing-II	
100 hours, part-time; 9	ypr 62 - 15 Jun 62	students
Student's	••	Yoar of Bliths
LOD Dates		Cífica i
COUPSE OBJECTIVES - CONTR	INT AND METHODS - Instructo	

This is the second phase in a three-phase basic sequence of 30 woeks, each phase lasting 10 weeks.

The general aim of this course is to provide a thorough grounding for the student who has previously had either a reading course in French or an insufficient introduction to the language. The major objectives of this phace of the course are to develop an ability: (1) to distinguish and pronounce satisfactorily all the sounds of the language; (2) to use effectively a modest stock of French sentences and expressions; (3) to comprehend normal-speed spoken French in a variety of everyday non-technical situations; (h) to begin to read and write basic French, applying the spoken vocabulary and grammatical material providusly learned.

Classes are held 2 hours per day, 5 days a week, requiring minimum of 10 hours of preparation per week. To recoive the maximum benefit from this course each student should plan to devote at least two-thirds of the class preparation time doing drill in the language laboratory.

ACHILVENENT RECORD

Student progress is evaluated primarily on oral recitation in the form of drills and free conversation based on memorized material. In addition, several tests are given during the course. This student's rating is indicated by the asterisk.

Unsatisfactory	Satisfactory	Excellent	Incomplete
	3	10	

bas definitely a superior student. Her pronunciation was excellent and she had a solid command of the structure of ______ She was command the structure of _______ _ She was command the structure of ________ She was command the structure of

FOR THE DIRECTOR OF TRAINING :		26 July 1962
S-E- (Viter	-R-E-T 11/4 10)	Ender in the server Franklich Las Braue antibe

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	· · ·	* . *	SECRET			R.S. Jey
			(Win Filled B		ingenation in the second	R.J. GC. 9.
	REPORT OF THE	KAINING AI N Ward origina		.117		· · · ·
TO : : D1	rector of Training	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	FROM:			
ATTN: Ee	gistrar .					
THRU: Tr	aining Officer, SR	Division		5018 1-5098		
1. 1987170	TION ATTENDED					8. DATES OF TRAINING
		•		,		10-16 June 19
	TION OF PROSNAW FIREINDE	list of courses	and a copy of 1	redes received		· · · ·
						•
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 MANAGEMENT COURSE NO. 64

 40 hours, part-time
 18 students

 Student:
 Year of birth:

 EOD Date:
 September 1956

 Grade:
 14

NFIDENTIAL (When filled in)

COURCE OBJECTIVES - CONTENT AND METHODS

The Management Course is designed to familiarize schior line and staff managers with both the theory and the practical problems of management in CIA. The underlying assumption of the course is that management development is a process of growth on the jeb. The course, however, enables the participants to examine their job activities in an environment where, guided by the instructors, they can critically examine their own actions, exchange ideas with managers from other components, and develop an understanding of the complex relationships that exist among the people, the pattern of organization, and the purposes of the Agency. The course approaches the problems of management in the Agency by discussing the formal and informal structures, concepts of leadership and communication, the problems of personnel management, and theories of planning and controlling. These subjects are related as closely as possible to the activities of the class members.

The content of the course is developed through lectures, case and group discussions, filmed presentations, and problem-solving exercises.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in this course.

	 •
FOR THE DIRFUTOR OF TRAINING:	20 February 1961
	Date
••	

CONFIDENTIAL (Ellen filled in)

<u>इ.इ.इ.क्ट</u>-द्व-द्व-

TRAINING REPORT

Claideatine Services Revi co heura, full-time	20 Noves	wer - 9	Ducember	1960	43 students
Student:			• •	Yeur o	f birth
EOD Date: November 1949	Grade: (68-14	• .		Office: DDP/SR/6
COURSE DE JECTIVES - CONTE	NT AND 12.1	HOLC	. '		•

This course aims to develop in the Clandestine Services officers, and others, recently returned from the field on up-to-Sate meaneness of the role of GIA in the United States intelligence community, the relations of the UD/I erea with the CS and the support available from the offices of the UD/S. Recently this course has been designated as an alternate prerequisite for GIA officers nominated for certain external training.

The course is presented by lectures given by CTA officials who are directly responsible for the missions, functions, programs, and services discussed. Each lecture is usually followed by a short question period. Approximately 10 per cent of the students' time is scheduled for reading pertinent up-to-date regulations and background summaries.

ACHIEVEMENT RECORD .

This is a certificate of attendance only; no attend was made to avaluate student achievement in the course. This student was conscientious and regular in attendance.

· ·	
FOR THE DIRECTOR OF TRAISIR	2]. December 1960 Date

S-E-C-R-E-T

F. EVALUAT S S 1.0 N

NAME	Div	SA/J management of the second second second second second second second second second second second second second se
SUBJECT	Basic Finiliariz	stion
DATES TRAINED	PRCM 2	TO3 December 1954

EVALUATION:

Did good work. Appears to have a good understanding of the basic principles involved. His attitude inclass reflected his interest in the work.

Note: This course is only for familiarization. It does not

qualify student

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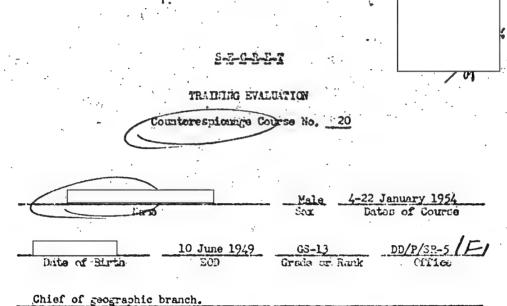
NAPE	Dive	
SUBJECT Audio	เลยงและแห่งคุณและเหลาะเสียงใหญ่จากสูงเสียงการกันและแก่งๆ ซึ่งเป็นและจากเลย	ՠֈֈֈ ֊֎ՠ֍ՠ֎ՠ֎ՠ֎ՠ֎ՠ֎ՠ֎ՠ֎ՠ֎֎֎֎֎ՠ֎ՠ֎ՠ֎֎ՠ֎ՠ֎ՠ֎ՠ֎ՠ
dates trained	FROM 29 Nov. 1954	TO 3 Dec. 1054

EVALUATION: Although lacking a background in electronics was able to grasp the instructions given and correctly interpret it. I feel that ______would be able to correctly evaluate audio opportunities and to equip and direct such an operation with the exception of the telephone tap. _______ is not qualified to perform maintenance on the equipment.

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Projected Assignment or Present Position

The Counter-spionage Course is a specialized course of three weeks' duration designed to expose the student to CS principles and practices and to indestrinate his therein. The course is conducted on a seminar, roundtable basis. Explasis is placed on student participation during staff and guest lectures. Ample time is allotted for reading the extensive material provided.

Each striant is required, starting mid-way in the second week, to give a presentation before the class. This how-long presentation is based on a problem assignment given the student by the staff. Exception is made where students have the field or headquarters experience in CE or a related field; such a student is permitted to give a one-how lecture based on specific experience. The "canned" problems are selected to tost students! ability to de CE research, collate, make logical analyses, and present ideas effectively to a seminar group.

This evaluation is based primarily on the student presentation, and to a lesser degree on participation in seminar discussions when conducted by the staff.

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1. ______ ranked first in a strong group. He applied himself effectively throughout the course. His seminar contributions aided materially. He drew freely on a sound operational background and was by all odds the top student.

2. <u>Student Presentation</u>: ______ presented a case with which he was familiar from his own experience. It was a first-rate performance. The material was very well organized and crisply prosented. So effective in fact, that ______ will be called upon to give the same discussion in subsequent CE courses.

3. In my opinion is fully qualified to act as senior CE officer.

-2-

Chief Instructor, CE Course

TRAINING EVALUATION

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1.			1	•	e		4		,	*	ì	š	ŝ	æ	ł	,	۴ 1	e	8	e †	۰c) 0		ŧ	P	ł	\$	1	•	;	, ,	ę	٢		\$.	\$	•	\$	•	,	ų,	• 1	ŧ 4	e d	J	J					
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In the report summarizes the findings, observations, and opinions of the various instructors during the course Histoid only, with no reference to other facts or findings about the student. more complete data is evailable in the files of the training Division and may be examined. after contacting the Records and Scheduling Officer.

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STUDENT'S NAC .	DATE OF REPORT 2 Noy 1950
	DIVISION OPC/ THD GRADE 08-7
TRAINING PERIN 27 Haroh - 21 April 1950	PROJECTED ASSIGNMENT Age's Pol. Variare Officer.

1. FER*CRNANCE RECORD. The following grades show the achievement of the student in class problems and examinations. The total possible score is proben down to indicate the relative weighting of verious factors. The overall adjectival rating is based on the following scales 0 to 598 Unsatisfactory; 60 to 798 Satisfactory; 60 to 698 Excellent: 93 to 1008 Superior.

•					Po	ssible score	Achieved Scorp
	FACTS	- 62.1	Comprehension of mission of 050		• •	1402	30
		(2)	Comprehension of mission of UPC		• •	1401	30
•	-	- 04	comprehension of operational procedures		• •	(25)	16
,		142	comprehension of operational policy		• •	(25)	16
, ²⁷		693	USSR and Communicm (clandestine aspects)			(20)	15
	SHILLS	141	Evaluation of operational data		• •	1301	24
		178	Operational planning		• •	1301	24
		151	Operational mechanics			1301	23
		441	Personality analysis		• •	(30)	21
		1201	Personality manipulation			1301	16
			,TOTAL	••	for an	(300)	215
			Overall adjectivat rating			· • • • • • • • • •	Batisfactory (726).

2. TRATE CHARACTERISTICS RECORD. The following indicates the various personality traits as observed by the instructors suring the training period. The observations include the student's participation and conduct in training as well as his reactions to various problems and situations. A scale of 0 to 10 is used, 0 indicating that the trait has not been observed, the lower numbers indicating below everage, and the higher indicating above everage.

-	Rating
- 69	laility to get along and work with people
624	azility to grasp instructions
433	Enthúslasm and Interest In work
1.43	Industriousness
191	Fractical Intelligence of concorrect on concorrect and a second
12.1	Astuteness
(7)	azaptability
(6)	{ffect veness
193	<u> </u>
\mathbf{u}_{21}	laitiative
4223	imagination
(12)	ability to handle, and direct people

3. CLOWENT. 170 be used only in cases of outstanding strengths or weaknesses!

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TRAINING EVALUATION

1. The official to show this report is entrustee is sersonally reservable for it. Atthough he may, within his discretion, show it to other pembers of his staff, the recort show's never be shown to the student about it

concerns.

T. The report summarizes the findings, observations of opinions of the various instructure during the course listed only, dith no reference to other facts or findings ebout the student. more concluse data is available in the files of the training Civition and may be examined' after contacting the econds and scheduling Officer.

2

STUDENT'S NAME	DATE OF REPORT 10 AFE11 1950	
	DIVISION OPC/PED	GRADE 7
	PROJECTED ASSIGNENT ABATE POL.	Harfara Officer

<u>Previous CE RECOND</u>. The following grades show the echipvement of the student in class problems and evaminantions. The zetat possible score is broken down to inclicate the relative weighting of various factors. The overäll adjectival rations is based on the following scales: 0 to 59% <u>Unsatisfactors</u>; 20 to 79% <u>Satisfactors</u>; 60 to 89% <u>Excellent</u>; 60 to 89% <u>Excelent</u>; 6

		Passible Score	Achieved Scott
a)	Compresention of basic principles of clanaestine eventions		26
123	use at tradecraft tability to apply principles		
	at standestine operational	1501 .	32
111	Ability to evaluate operational data		15
163	Azizity to use operational data		24
(5)	Planeing		19
(6)		· ,	17
	Personality analysis and a subsection of the second	1203	42
111	Personality manipulation	(50)	21
(8)	Adaptability to operational emergencies	(30)	
(à)	Attention to detail	1201	14
101	Organization and presentation of written operational		
	material contract contract contract of a second contract of the second contract on teres of	1201	16
		Manipunda 2020	ACCESSION ACCESSION
TÖTÄL Gveta	il asjectival rating Satisfactory (735)	()00)	218

2. <u>IGAT CHARACTERISTICS RECORD</u>. The following indicates the various personality traits as observed by the Instructors caring the training period. The observations include the student's participation and conduct in training as well as his reactions to various problems and situations. A scale of 0 to 20 is used, C indicating that the trait has not seen observed, the lower numbers indicating below average, and the higher indicating show average.

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(2)	ABITIS	y to	gr.	a s	₽	In	s t /	fu	c t	١o	n 3						•			•		٠.					•				. •	6 .
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(5)	******	281 I	int:	e 1	• 1 -	3e1	he (8						•	•	•	•	•		•		•						•	•			6
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(7)	45+222	1111	y	•	•				•	•			•	•	•	•	•	•		•	•		•	•					•			6
181	Ettest	izene	\$ \$	•	•		•		•	•		•	•	•	•													•				6
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FORM 80. 81-00 JAN 1950

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APPROVED.

REVIEWEC. _

SECRET TRAINING EVALUATION

le the official to anom this report is entrusted is personally responsible for it. attnough no may mithin "his discretion show it to other membins of his staff, the report should never be shown to the student whom it CONCORAS.

2. tressport summarizes the findings, observations, and opinions of the uselous instructors during the course fisted only, with no reference to other facts or findings about the student. More complete date is evallable in the files of the training plulaton and may be exemined efter contecting the Records and Scheduling Officer.

STUDENT'S NAME	DATE OF REPORT 10 Fobruary 1950
TRAINING COUPSE Stare Orientation V	DIVISION OPC/FBD GRADECS-7
TRAINING PERIOD & January - 5 February 1950	Assistant Political PROJECTED ASSIGNMENT Warfare Officer

1. PERFORMANCE AECORD. The following grades show the achievement of the student in class problems and esselnes tions. The total possible score is broken down to indicate the relative weighting of werlous factors. "The overall" adjectivel rating is based on the following scales 0 to 395 unextisfactory; 60 to 795 Satisfactory; 80 to 895 Excellent; 90 to 1005 Superior. "

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	Problems	Possible Score	Achieved Score
(1) (2)	Reporting of Information	(30)	20
(2)	Kessage Writing	· (5)	4
(3)	Interviews: Procurement of Information	(25)	r 14.
(4) (5)	Interviews: Personality Handling	(25)	16
(5)	Mapping and Sketching	(30)	26
(6)	Observation and Description	(30)	- 25
	Objective Tests		4 ×
(7) (8)	Intelligence Tools and Objectives	(25)	18
(8)	Reporting Mechanics	(20)	15 .
(9)	CIA Security Regulations	(10)	9
(10)	USSR and Communism	(50)	31
	TOTAL	(250)	178

Overall adjectival rating Satisfactory

2. TRAIT CHARACTERISTICS RECORD. The following indicates the various personality traits as observed by the Instructors during the training period. The observations include the student's participation and conduct in training as well as his reactions to various problems and situations. A scale of 0 to 10 is used, 0 indicating that the trait has not been observed, the loser numbers indicating below average, the higher indicating above average.

(1)	ability t	o get at	long and work a	ith people	 	+ 6
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3. COmment. (To be used only in cases of outstanding strengths and weaknesses.)

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		CHIEF INSTRUETOR
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AMENDMENT TO ALLOWANCE COMMITTEE ADDENDUM For Staff Agent, (Thomas B. CASASIN)

Mr. Thomas B. Casasia

Dear Mr. Casasin:

Effective 25 May 1970, your current Allowance Committee Addendum, as amended, is further amended by substituting the following for sub-paragraph (B) entitled "Other Allowance Entitlements":

> (B) <u>One-Time Payment</u>. You are hereis authorized a onetime, non-taxable Agency payment of \$235 in lieu of your entitlement to reinbursement for the round-trip educational travel of your daughter from

Payment of this amount will be by deposit to your bank account. This payment and the fixed allowances as set out in subparagraph (A) above are in lieu of your Agency over-Beas allowance entitlements except that upon your return to a domestic permanent post of assignment you will be entitled to a home service transfer allowance in conformance with applicable Agency regulations.

All other provisions of your Allowance Addendum, as amended, remain in full force and effect.

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UNITED STATES GOVERNMENT

BY

Contracting Officer

APPROVED:

Allowance Committee

ADDENDUM TO STAFF AGENT SUPPLEMENT For Thomas B. CASASIN, Effective 5 August 1962

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Mr. Thomas B. Casasin

Dear Mr. Casadia:

The Agency Allowance Committee is authorized to modify the entitlements of a Staff Agent for cover, ope ational or security reasons. Based upon that authority, on 7 June 1906, the Committee made the following determinations which will apply to your Agency overseas assignment in under These determinations supersede and modify any provisions

of your present Staff Agent Supplement which conflict therewith:

(a) Fixed Allowance. Effective the day of your return to you are herein authorized a non-accountable, non-taxable fixed allowance calculated at the rate of \$7,580 for the following year. i.e., for a one year period. If required, advances may be granted by an Agency authorizing official. This fixed allowance is in lieu of your Agency overseas allowance entitlements except that upon your return to a domestic permanent post of assignment you will be entitled to a home service transfer allowance in conformance with applicable Agency regulations. Agency fixed allowances are also in lieu of entitlements to (1) reimbursement for the overseas operational use of your FOV and common carriers in and around and (2) storage of your HHE. Cuarters will not be furnished you by the Government or by your cover facility during the period covered by these fixed allowances.

(b) Exemption from Ciffset. During this one year period of your overseas assignment, you are herein authorized to retain, without offset, the housing and cost-of-living allowances of your cover facility.

(c) Requirement of Cortification. You agree to certify, when requested, that payments made to you as set forth herein have been expended for the purpose for which made and have not accrued to your personal advantage or enrichment. You will repay any amount for which you cannot provide such a certification. You understand that you are not required to make financial accountings for amounts received under (a) above.

UNITED STATES GOVERNMENT

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APPROVED:

Allowance Committee

ACKNOW LEDGED:

Thomas B. Casasin

Supplement to Staff Agent, Personnel Action

Mr. Thomas B. Casasin

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Dear	Pdr.	Casasin	

In view of your contemplated cover sustainment, you have been designated a Staff Agent. The purpose of this Supplement is to <u>call your</u> attention to existing policies which are particularly material to you while you are sold esignated and to set forth certain rights and obligations incident to your status as an appointed employee.

1. Payroll Administration. As indicated in your Staff Agent Fersonnel Action, your present salary and grade are \$13,510 and GS-116 respectively, and you are estilled to receive the salary, allowances and other benefits applicable thereto, however, contain procedural variations will be followed to presserve the security of your cover position.

(a) The grous empluments that you enceive from your cover activities will be retained by you as an offset against the gross empluments due you from this organization. If except as provided in paragraph 4 below: your cover empluments ever exceed those due you as a Staff Agent, the overage is to be remitted to this organization on a monthly basis, unless a different period is specified.

(b) Your Federal income taxes will be withheld and reported in conformance with Fig 20.33 or any subsequent regulations or procedures promulgated by this organization. For your information, this organization shall withheld from the gross payments due you Federal income taxes in an amount which, when added to the income taxes withheld by your cover facility will equal the tax withheldings normally mode from your gross taxable compensation with this organization. If there is no after-strait or if it is insufficient, you will be required to make tax combinances in conformance with bB 20-661-1. Also, that issuance together with R 30-720 covers the procedures' to be followed in order to receive reimbursement for foreign income taxes imposed upon you.

(c) This organization will deduct from the groce payments due you an amount equivalent is an and one half por cent (6, 1/2%) of your gross satary for contribution to the Civil Service Retirement Fund. This amount will be deducted from the differential due you by this organization. If there is no differential dedifferential due you by this will be required to make direct modification to this organization in satisfaction of the required contributions.

(d) If permanent quarters are not furnished your quarters allows came will be granted at the provincementablished for your post of assignment. furnity status and grade. No accounting for this allowance will be required.

If your position requires that you make contribution to the Social Security Fund, such contributions will be at your express. However, involuntary contributions for cover facility programs, such as insurance and retire your ent, may be considered items of expense to this organization; and in -5-F C 7-E T

sars case any momen you receive, as a result of your participation is such programs must be returned to this organization. Whether participation in a particular cover facility program is involuntary will be wetermined by this organization.

2 Premium Pay. You are hereby authorized Fremium Pay in conformance with applicable organizational second es. For your information currently this premium pay is ten pe. tent of your base salary, represents additional taxable compensation to you and is applicable for that period of time you are assigned under nonpolicial cover:

3. Equalization Allowance. You are hereby authorized an equalization allowance in accordance with applicable organization issuances.

4. Travel Expenses. You will be entitled to travel, transportation and storage in conformance with the regulations of this organization. HR 20-20 provides that travel expenses of integrated personnel will be allowed in accordance with the regulations of their cover organizations of HR 22, whichever allows the greater amount.

5. Travel Penalties. You herein agree that your assignment abroad will be for a minimum of from the date of your arrival at your permanent post of duty, unless such assignment shall be sooner terminated by the Government for its convenience. Your violation of such agreement may result is regulatory travel penalties. HR 22-6 provides that if the agreement is violated during the first year of duty abroad. expenditures for travel and transportation to the post, including per diem while at headquarters and storage of effects, shall be reimbursed by the employee. If the agreement is violated after the first year of duty, but before the completion of the minimum tour agreed to above, return travel at Government expense shall not be allowed.

AGREED:

6. Secrecy. You will be required to keep forever secret this Supplement and all information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Esp onage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations.

UNITED STATES GOVERNMENT

BY ____

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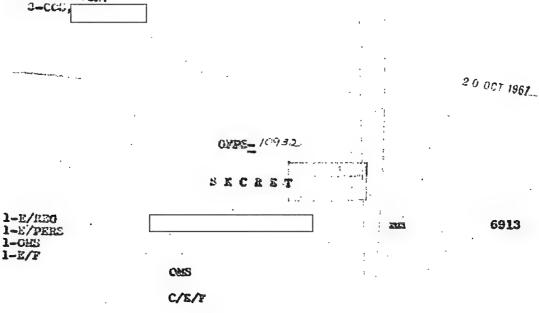
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DISTRIBUTION

Chief, EUR Administrative/Personsel/Modical Dependents of Thomas B. CASASIN

The Cffice of Eedical Services has advised that Themse B. CABASIN's dependents did not take physical examinations prior to their PCS return ______ So that CASADIN's dependents may be fully covered under the Overseas Medical Program, it is essential that arrangements be made for their physicals to be taken in the field and the results forwarded to Headquarters as soon as possible.

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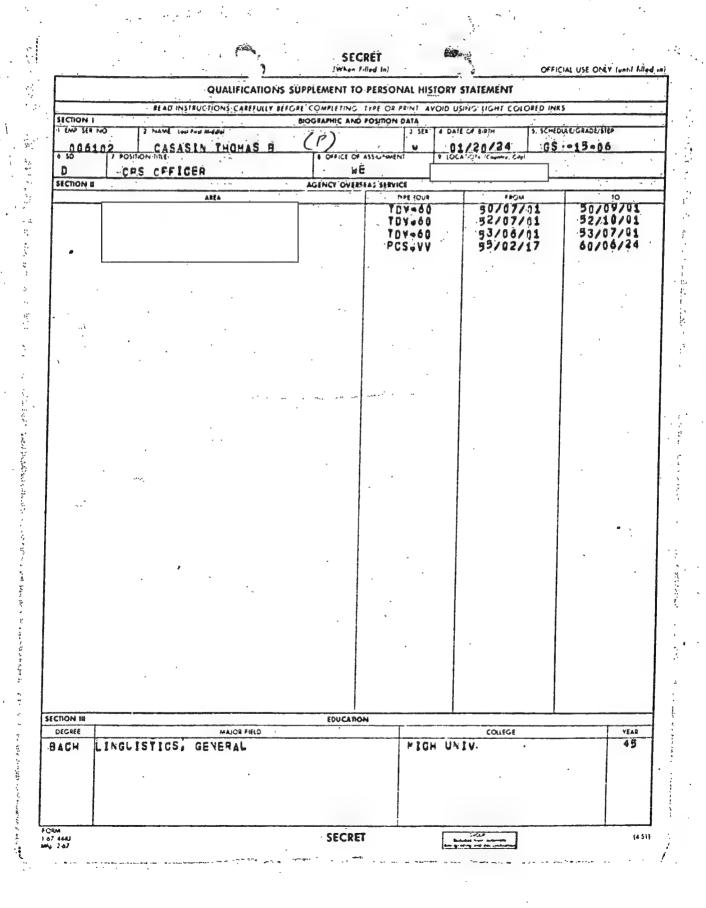
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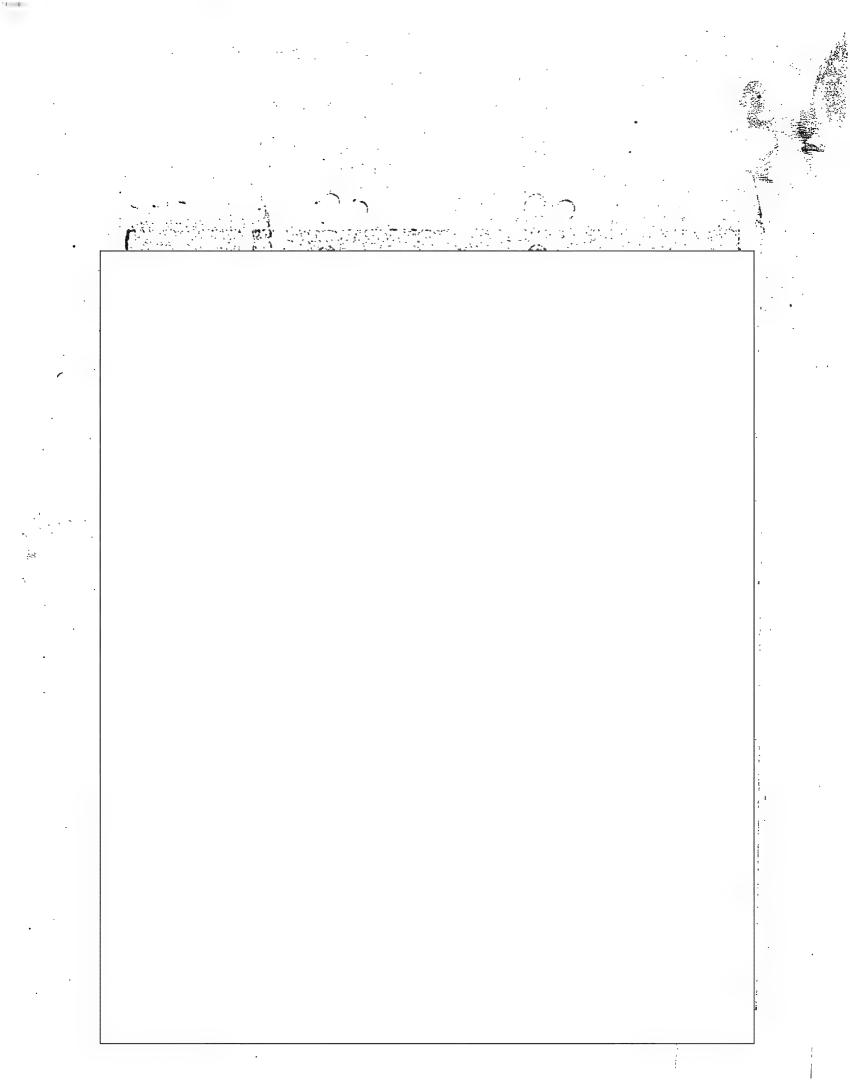
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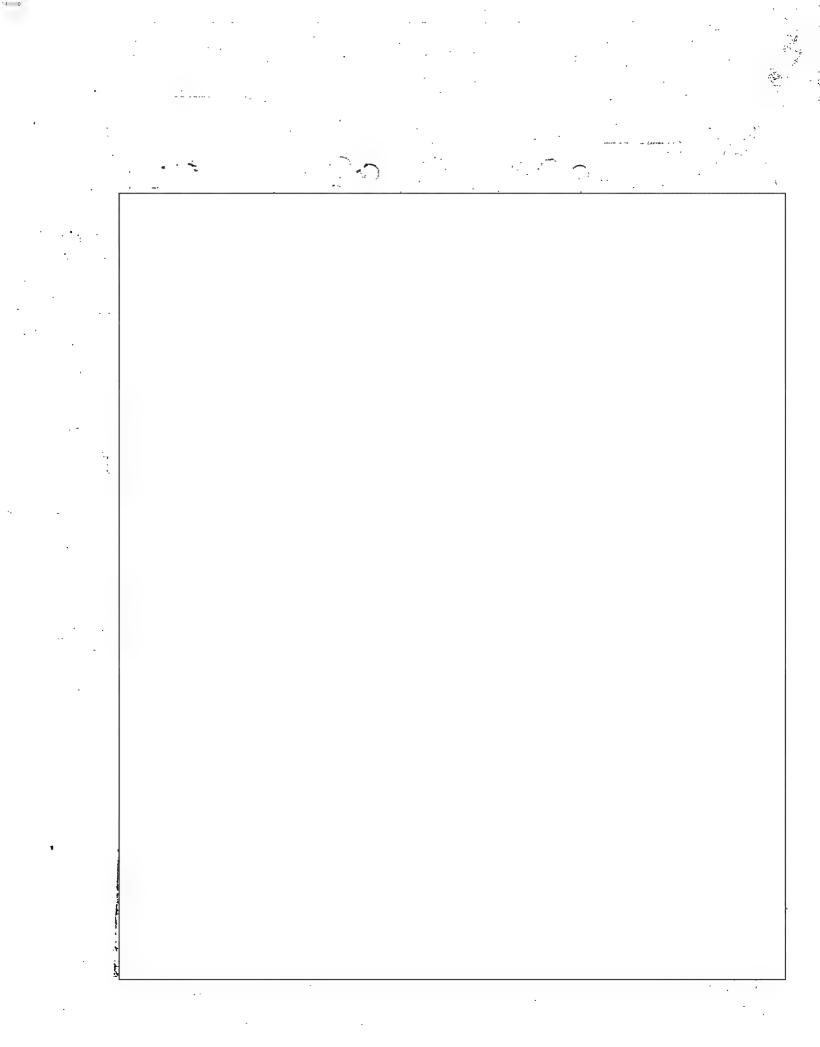
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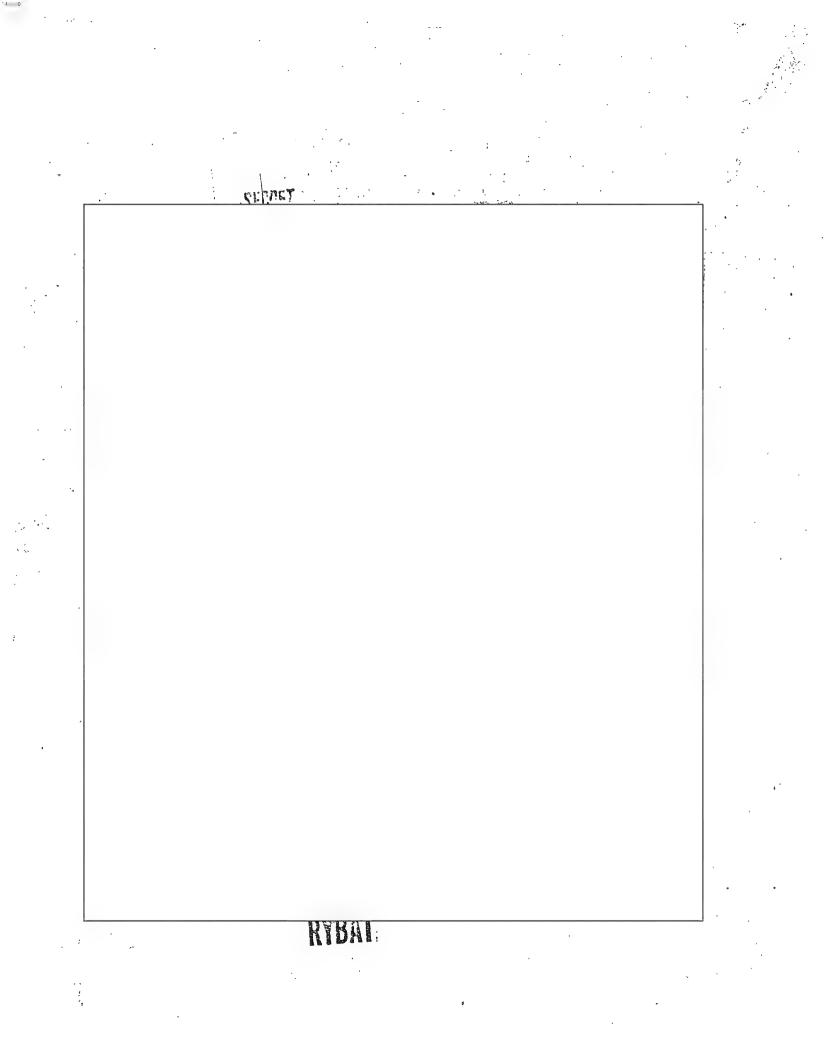
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1 February 1962.

MEMORANDUM FCR: Central Cover Group VIA : SR/39 SUBJECT : Cover requirements for Thomas B. CASASIN (P)

I. Information keyed to your format _____ Request for Individual" is transmitted horewith.

2. SR would like to have a durable, permanent cover established for Thomas B. CISASIN as quickly as possible. CASASIN is presently a staff employee in Headquarters. He will be available to develop and undertake cover preparations as soon as Cover Group has completed the necessary arrangements.

3. It will be convenient for CLSASIN to discuss cover plans and preparations with you whenever you wish. _____ (axt. 3839) will serve as Headquarters case officer and will be pleased to provide any supplementary information you may require.

Chief, SHA

Attachment: As stated in Fars 1, 2 cy

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has been established for the above-named individual. All information concerning this cover arrangement is available in the Official Coverand Liaison Section, CCD.

2. It is requested that OCL/CCD be notified when this cover arrangement is no longer required. Any changes in the Subject's Headquarters status should be coordinated with this office for the determination of need for continued documentation and cover.

3. Subject has been issued Unit ID Card No. <u>LeCCL</u> for domestic use only. In accordance with arrangements made with Offices of Security and Fersonnel, the above documentation will be picked up by a CPB representative for any individual making a FCS move from Headquarters or an overseas TDY trip. In the case of the FCS traveler, CPB will return this documentation to OCL/CCD for disposition. For the TDY traveler, this documentation will be retained by CPB and returned to the TDY traveler upon completion of the trip. In the event of a resignation from the Agency, OCL/CCD will obtain the documentation from the employee at the time of the employee's debriefing conference.

SECRET

Chief, Official Cover & Liaison, CCD

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cc: Personnel Security Division, Office of Security

.... 1554

A. General Information

14-00000

- (2) Staff employee, G3-14, Step 5; total compensation under cover should be publicly within range of current actual compensation.
- (3) Employee: fully cleared; wife previously had CSA for contract work in ______ not overtly affiliated with CIA ______ Spouse is aware of employee's status.

(4) Medical status CK

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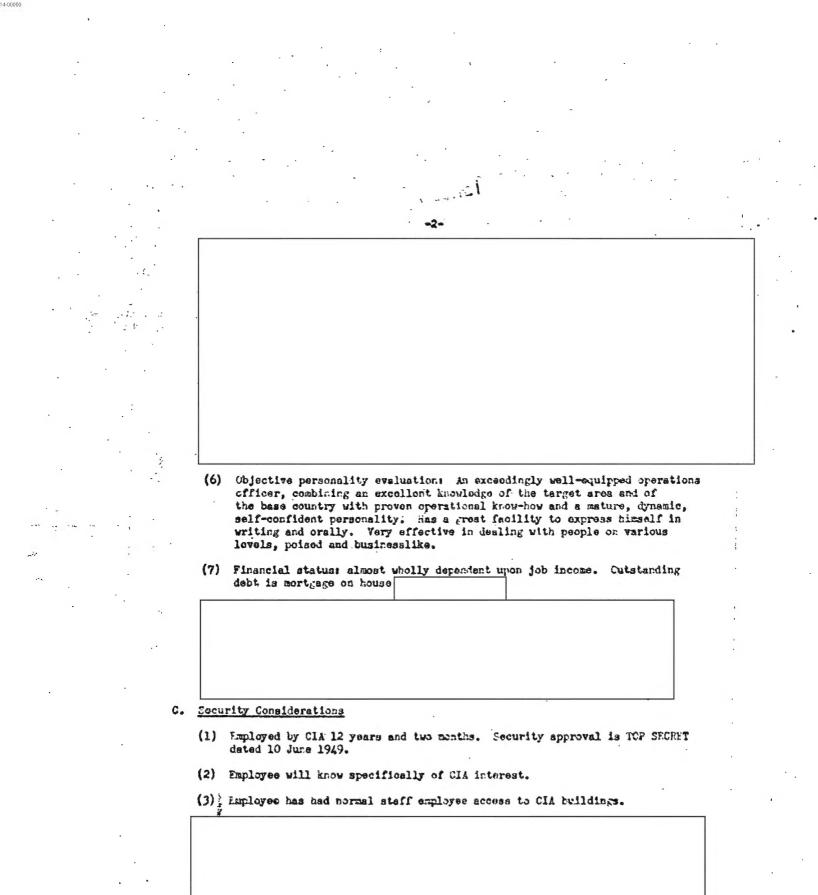
(5) Employee has had psychological essessment and technical interviews. Results presumably satisfactory.

(7) New cover can be assumed at any time.

(8) Proposed departure date overseas is roughly summer 1962, but is flexible.

(9) SR/Support and SR/COA funds will be available to support any operational expenses and financial commitments made to the cover organization.

B. Biographic Information





-3-

- (8) After the forthcoming tour, it is hoped that the employee will be able to continue in a ______ cover cepecity, or convert to the most appropriate official cover dictated by operational and administrative planning needs.
- (9) This is a request for permanent cover.

D. Operational Information

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4-00000

(1) Type of Operation

FI-CA management of large group of agents earlier recruited by others for REDWOOD purposes, including termination of marginal assets.

Spotting, assessment, and reporting potential new recruits.

Recruitment of agent-candidates <u>outside</u> the country of assignment when necessary.

Clandestine support and communications of own and others! operations.

Other tasks set out by Station, within cover and time-available capability.

(2) Location

- (3) Employee should be relatively free to travel on short trips to nearby countries of Western and Middle Europe. Times and intervals will probably be dictated by
- (4) Special groups the employee should be able to contact

Although it is not essential, it would be desirable if the amployee's cover permitted his to initiate and maintain contacts in the scientific, technological, commercial and engineering fields.

- (5) Income directly attributable to cover should be in the range of \$10,000 per annum, with supplementary income attributable to commissions, retainers, piece work fees, personal resources, etc.
- (6) Employee should be able to devote upward of 30 hours per week to operational duties.